



# NORMANDY FARMS

family camping resort

## Employment Application

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### (Please Read Carefully)

We appreciate your consideration of Normandy Farms as a prospective employer. We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

I hereby authorize the potential employer to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the employer can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that persons need for a reasonable accommodation as required by the ADA.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant Name \_\_\_\_\_ Date \_\_\_\_\_

### Please print or type the information below:

POSITION(S) OF INTEREST \_\_\_\_\_

REFERRAL SOURCE  ADVERTISEMENT  EMPLOYEE  RELATIVE  WALK-IN  WEBSITE  OTHER

NAME OF SOURCE (if applicable) \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE # \_\_\_\_\_ MOBILE PHONE # \_\_\_\_\_

EMAIL \_\_\_\_\_

NOTIFY IN CASE OF EMERGENCY \_\_\_\_\_ PHONE # \_\_\_\_\_

DATE AVAILABLE TO START \_\_\_\_\_ LAST DATE AVAILABLE \_\_\_\_\_

TYPE OF EMPLOYMENT DESIRED  FULL TIME  PART TIME  TEMPORARY  SEASONAL  INTERNSHIP

HOURS PER WEEK DESIRED  30 AND UNDER  40 AND UNDER  DOESN'T MATTER

AVAILABLE TO WORK  DAYS  EVENINGS  WEEKENDS DESIRED WAGE \$ \_\_\_\_\_ /HR

**REFERENCES** (do not include relatives or employers)

NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ YEARS KNOWN \_\_\_\_\_  
NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ YEARS KNOWN \_\_\_\_\_  
NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ YEARS KNOWN \_\_\_\_\_

Have you ever worked for Normandy Farms before? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please state when and in which department \_\_\_\_\_

Are there any days or hours that you will be unable to work? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please specify which days and hours \_\_\_\_\_

Are you willing and able to report to work on time every day on a consistent basis? \_\_\_\_\_ Yes \_\_\_\_\_ No

Can you submit proof of legal employment authorization and identity? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will you follow all the safety rules of our company? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been convicted of a crime in the last 7 years? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain (a conviction will not automatically bar employment) \_\_\_\_\_

**INTEREST & SKILLS**

Please describe why you are interested in working at Normandy Farms and list any skills which qualify you for a position.

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Do you require any special accommodations to enable you to perform the essential job functions?

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List any special accomplishments, achievements, etc.

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**EMPLOYMENT HISTORY**

Please provide all employment information for your past three employers, assignments or volunteer activities, starting with the most recent.

EMPLOYER \_\_\_\_\_ POSITION HELD \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ PHONE # \_\_\_\_\_  
 IMMEDIATE SUPERVISOR AND TITLE \_\_\_\_\_  
 EMPLOYED FROM \_\_\_\_\_ TO \_\_\_\_\_ SALARY \_\_\_\_\_  
 JOB SUMMARY \_\_\_\_\_  
 REASON FOR LEAVING \_\_\_\_\_

EMPLOYER \_\_\_\_\_ POSITION HELD \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ PHONE # \_\_\_\_\_  
 IMMEDIATE SUPERVISOR AND TITLE \_\_\_\_\_  
 EMPLOYED FROM \_\_\_\_\_ TO \_\_\_\_\_ SALARY \_\_\_\_\_  
 JOB SUMMARY \_\_\_\_\_  
 REASON FOR LEAVING \_\_\_\_\_

EMPLOYER \_\_\_\_\_ POSITION HELD \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ PHONE # \_\_\_\_\_  
 IMMEDIATE SUPERVISOR AND TITLE \_\_\_\_\_  
 EMPLOYED FROM \_\_\_\_\_ TO \_\_\_\_\_ SALARY \_\_\_\_\_  
 JOB SUMMARY \_\_\_\_\_  
 REASON FOR LEAVING \_\_\_\_\_

**OTHER SKILLS AND QUALIFICATIONS**

Summarize and job-related training, skills, licenses, certificates, and/or other qualifications.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**EDUCATIONAL HISTORY**

List school name and location, years completed, course of study, and any degrees earned.

HIGH SCHOOL \_\_\_\_\_  
 COLLEGE \_\_\_\_\_  
 TECHNICAL TRAINING \_\_\_\_\_  
 OTHER \_\_\_\_\_



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## The Normandy Farms Philosophy

**MISSION STATEMENT:** TO PROVIDE OUR GUESTS THE FINEST SERVICES AND AMENITIES FOR A TRULY MEMORABLE CAMPING EXPERIENCE.

Since the day we opened in 1971, Normandy Farms has been committed to providing our guests with exceptional service, the finest facilities and an overall quality camping experience. We pride ourselves in being the finest camping resort in New England and having been Nationally named “RV park of the Year” three times. Much of our success can be accredited to working together as a team to provide the best camping experience for our guests.

In working as a team, each employee will receive support, encouragement and enthusiasm from other team members. Both individually and collectively this enables us to provide our guests with the very best service.

At Normandy Farms we believe:

1. Our guests deserve the BEST and most courteous service.
2. Guests are real people, with feelings very much like your own. Treat them as you would like to be treated.
3. Our guests are not “interruptions” They are the reason we are here and it is our responsibility to fulfill their needs.
4. Our guests’ inquiries are always answered with a warm, friendly, smiling response.
5. We pride ourselves in having clean and well maintained facilities to offer our guests. It is our responsibility to maintain these high standards.
6. We provide tourist information services to encourage travelers to explore the various points of interest in our area.
7. Every member of the Normandy Farms team must be well informed about ALL the facilities, services, and programs available to help better assist our guests.
8. Prompt, friendly, and courteous service will send guests on their way with a smile on their face and a pleasant experience to remind them of Normandy Farms.

*Please join us in our team philosophy.*



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If I accept an employment position at Normandy farms Family Camping Resort, I am aware of the following:

Please Initial

\_\_\_\_\_ Any uniforms, keys, name tags, employee manuals, etc. issued to me must be maintained in the best possible condition and returned at the end of the season.

\_\_\_\_\_ This position involves lifting items of varying weights, which could require reaching, bending, and stooping.

\_\_\_\_\_ This position requires me to be active for the entire shift.

\_\_\_\_\_ Part of my responsibility in this position includes side work duties before, during and after each shift. These specific duties will vary from day to day.

\_\_\_\_\_ I know that my schedule will include a mix of day and evening shift and will include midweek and weekend hours, as well as holidays.

\_\_\_\_\_ I know that my shift does not end until all side work is complete. All team members combine their efforts to complete side work.

\_\_\_\_\_ Once a schedule has been posted, it is my responsibility to find a replacement for a shift that I am unable to work.

\_\_\_\_\_ I realize that I cannot carry or use a cell phone or iPod (or any audio device) while on duty.

\_\_\_\_\_ I realize that I cannot use the Internet for personal use while on duty.