

APPLICATION PROCESS

The process starts by completing an application or by submitting a resume to the Human Resources department. You may print our application from our website www.thehouseontherock.com. Applications and/or resumes may be returned by email, fax or mail. Return your information as follows: by mail - The House on the Rock, Attention Human Resources, 5754 State Road 23, Spring Green, WI 53588, Email - information@thehouseontherock.com, or Fax - 608.935.9472.

The application form asks questions about your background, interests, skills and availability. Managers or Directors call applicants whose interests, skills, abilities and availability appear to best match the position they are seeking to fill. Indicating an interest in a wide variety of positions is encouraged as openings change weekly when we are building our Team.

We generally call applicants to set up interviews. Let us know if your phone number changes after you submit your application.

Because of the volume of applications, and the gradual team building process, we do not send letters to applicants saying our positions have been filled. Your application remains on file all season long.

Calls to follow up on your application are always welcome. Contact the HR Department at 608.935.3639 extension 1201.

TEAM INFORMATION

Our Team Members range in age from teens to seniors. We have behind-the-scenes jobs and Guest service positions. Over half of our Team Members are rehired from past seasons or are part of a small group who work 52 weeks/year. First-season Team Members find this creates a welcoming and helpful environment in which to work.

We have openings for those seeking part time work as well as for those seeking five shifts each week. There are positions with early morning hours, mid-day hours, daytime hours, after school hours, 2nd shift hours, 3rd shift hours – and more!

Most positions are seasonal. Our season starts in mid-March and the operations get busier with each passing week. Golf operations begin in early April (weather dependent). June through October represents our peak months and weekends generally represent our peak days.

Our application and website have a list of the positions we typically hire for each season. To learn more about current hiring needs, contact the Human Resources department at 608.935.3639.

We share applications with the Manager or Director offering positions most closely matched to the details on your application.



The House on the Rock Attraction ♦ Resort TEAM & APPLICATION INFORMATION

The Mission for the House on the Rock Attraction and The House on the Rock Resort and Golf Course is to create memorable experiences for our Guests through service excellence and providing clean, safe and unique properties while operating profitably and responsibly to ensure business longevity and organizational success.

Do you value safety, cleanliness and take pride in your work? Are you interested in a job in direct Guest Care or working behind-the-scenes? Our Team may be a great fit for you! We have a wide variety of positions for a wide variety of people.

This document and our application form are designed to help individuals know more about our Team and our Team building process.

If you have questions after reviewing these materials, please call the Human Resources department at 608.935.3639, we are here to help!

SELECT TEAM GUIDELINES

We adhere to a set of guidelines to further teamwork and so we may offer the quality Guest service our brand is known for. Here are select guidelines so you may know more about the culture of our Team.

We believe in a healthy work environment and have stringent tobacco use policies. Those who smoke, “chew” or vape may only do so in designated outdoor areas during paid break or unpaid meal periods and do not receive extra breaks to pursue these activities.

Cellular phones detract from our Guest care environment. Phones and similar devices must remain in break room lockers or in Team Member’s cars and can only be used during break or meal periods.

Creating a positive first impression is important. Team Members receive a generous allotment of shirts/top layer items with our logo to wear along with a name-badge. We prefer golf shirts be worn tucked-in. We do not wear blue jeans or athletic style bottoms. Subtle amounts of make-up, jewelry and perfume may be worn. Appearance guidelines are discussed in the interview.

A few positions drive golf cars and/or company vehicles. Driver qualifications and driving requirements are discussed in the interview and in training.

We have policies against violence, bullying, harassment and discrimination and against drug, THC and alcohol use on the job and against being under the influence while at work.

We believe in a safe environment and follow Team Member safety and health protocols. Safety and health measures are discussed during on-the-job training.

Our Team Members enjoy their roles on the Team because standards and expectations are clearly explained. Company policies are explained in paid orientation after hire and department and position expectations and training take place on-the-job.

IF CALLED FOR AN INTERVIEW

Each department calls to set up their own interviews. When called for an interview, note the date, time and location (Resort or Attraction). It is also helpful to note the name and phone number of the person conducting the interview.

Other helpful notes:

- Please plan on arriving to the interview a few minutes early.
- Be sure to dress for the interview the way you think you will dress on the job.
- The interview lasts about an hour (times vary by department).
- Reference/background checks take place before job offers are finalized.
- For new hires, the first day on the job is an orientation session where you will complete tax and employment forms, learn more about our company and our Team.

Interview Locations:

- The House on the Rock Attraction, 5754 State Road 23, Spring Green, WI 53588. (608)935-3639
- The House on the Rock Resort, 400 Springs Drive, Spring Green, WI 53588. (608)588-7000

Completed applications, requests for special accommodations for reviewing the provided materials and follow up questions should be directed to: The House on the Rock Human Resources Office, 5754 State Road 23, Spring Green, WI 53588

Telephone: (608)935-3639 x 1201

Fax: (608)935-9472

information@thehouseontherock.com

Thank you for your interest in our Team!

BENEFITS OVERVIEW

Serving others is rewarding work and working with other great Team Members are some of the best benefits of joining the Team. Most of our positions are entry level and provide great skills to highlight when making that next career move.

All Team Members receive on-duty discounts at The House on the Rock owned and operated retail outlets and receive hotel room discounts. After department training takes place, Team Members receive a Team ID card and may obtain generous off-duty discounts at The House on the Rock owned/operated retail outlets while employed. Active Team Members may use their Team ID to visit the Attraction, to use the Resort fitness (workout equipment) room and to golf complimentary according to Company guidelines. Team Members also receive perks such as attraction passes and golf passes to give family and friends and letters for complimentary admission to area attractions who participate in a reciprocity program.

Most positions are seasonal. We have some *regular* positions. Someone in a regular position working an average of 36 or more hours per week, 52 weeks a year, receives personal and/or vacation time and may enroll in our partially paid group health insurance benefit and/or our 401 K plan.

Thank you for your interest in our Team and let your friends know applications are available by phone or may be printed from our website www.thehouseontherock.com.