

# Vivid, Inc. Application for Employment



## The House on the Rock Attraction ♦ Inn ♦ Resort

5754 State Road 23, Spring Green, WI 53588

Telephone: (608)935-3639 ext 1201 ♦ Fax: (608)935-9472 ♦ E-mail: [information@thehouseontherock.com](mailto:information@thehouseontherock.com)

**Thank you for your interest in our Team:** Applying for a position on any Team is a serious undertaking. After all, you want your work time to be satisfying and the employer wants applicants well suited to the position openings. Please take the time to read all information before returning the completed application. It will help you determine if you feel our Team positions fit with your objectives and strengths, it will help you complete the application form in a manner that better enables us to assess your qualifications and it will prepare you if you are asked to participate in an interview.

Vivid, Incorporated is the Company known more familiarly as the House on the Rock Properties. The Properties include the Inn (Dodgeville), the Resort (Spring Green) and the Attraction (between Dodgeville and Spring Green). We have the goal of creating memorable moments for each Guest through service excellence and clean, safe and unique properties. To achieve this goal, it takes a great Team and one of the biggest benefits of being part of the Team is working with other quality-minded individuals to obtain the same goal. Individuals with a great attitude and little formal training are welcome to apply as most of our positions receive on-the-job training. Most of our positions are seasonal. The last page of the application provides information about our seasons and a section to complete about your availability by season. We are an at-will employer and Team members are not hired under contract.

All qualified applicants will be considered without regard to race, color, ancestry, religion, creed, gender, gender identification, sex, sexual orientation, citizenship, veteran status, national origin, marital status, disability, genetic information or any other legally protected status. As an equal opportunity employer, we recruit, hire and promote employees primarily based upon each individual's potential and qualifications as they directly relate to the position.

**Please complete all pages of the application as thoroughly as possible and read the text throughout. Sign and date the document before submitting to the House on the Rock Human Resources department. If more space is needed, please include comments on additional paper. Disabled applicants may request any needed accommodation.**

APPLICANT INFORMATION		
First Name:	Last Name:	Middle Initial:
Current Address:		
City:	State:	Zip Code:
Primary Phone:	Secondary Phone:	E-mail:
Have you ever been convicted of a felony? (Conviction does not constitute and automatic bar to employment and will be considered only as it relates to the job in question.) <input type="checkbox"/> No <input type="checkbox"/> Yes		
Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No If offered employment you will be required to provide documentation to verify eligibility.	Are you over the age of 18 years <input type="checkbox"/> Yes <input type="checkbox"/> No If 14 or 15 years old, you will be required to obtain a work permit. Select positions may require applicants to be 16 years of age or older.	
REFERRAL SOURCE		
<input type="checkbox"/> Friend/relative <input type="checkbox"/> School/guidance/teacher referred <input type="checkbox"/> Newspaper/shopping news (name): _____ <input type="checkbox"/> HOTR Website <input type="checkbox"/> Online/social media <input type="checkbox"/> Walk-in <input type="checkbox"/> I am a former Team member <input type="checkbox"/> Other (explain): _____		
Have you ever worked for this Company before? <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, please complete related questions in this section)		
<input type="checkbox"/> Prior season Team member reapplying for same position; <input type="checkbox"/> Prior season Team member applying for different position, explain: _____;		
<input type="checkbox"/> worked for this Company in (position) _____ from (dates) _____		

## EDUCATION AND SKILLS

	Name and Location of School	Circle Highest Level of Years Completed	Note: Subjects studied or relevant academic honors
High School:		1 2 3 4	
College, University, Trade or Technical School:		<1 1 2 3 4 >4	
Describe any relevant additional coursework, seminars, licenses or certificates:			
List any relevant activities, special skills or experiences: (Omit any which reflects your race, color, religion, age, sex, sexual orientation, marital status or disabilities.)			

## EMPLOYMENT HISTORY

List below last three employers, including U.S. Military Service, with current or most recent employer first. If any past employment listed was performed under a different name, please indicate name. If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.

Employer's Name:		Supervisor's Name:	
Location (City & State):		Employer's Phone:	
Month/Year began:	Month/Year Ended:	Starting Wage:	Ending Wage:
Starting Position Title:		Typical Schedule:	
Ending Position Title:		Typical amount of hours per week:	
Reason for leaving:			
Please list your job duties:			
May we contact this supervisor for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why:			
Employer's Name:		Supervisor's Name:	
Location (City & State):		Employer's Phone:	
Month/Year began:	Month/Year ended:	Starting Wage:	Ending Wage:
Starting Position Title:		Typical Schedule:	
Ending Position Title:		Typical amount of hours per week:	
Reason for leaving:			
Please list your job duties:			
May we contact this supervisor for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why:			
Employer's Name:		Supervisor's Name:	
Location (City & State):		Employer's Phone:	
Month/Year began:	Month/Year ended:	Starting Wage:	Ending Wage:
Starting Position Title:		Typical Schedule:	
Ending Position Title:		Typical amount of hours per week:	
Reason for leaving:			
Please list your job duties:			
May we contact this supervisor for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why:			

We have designed our application so you may tell us about your job interests. This along with the other information you've shared on the application enables us to better match candidates to position openings. This is important because you want a job you can enjoy and our Guests benefit when individuals are well suited to the position. The more interests an individual has, the more opportunity for matching position openings.

You need only to complete one application for employment with our Team regardless of the amount of interest you express on the application. The Human Resources department coordinates distribution to all properties making certain all hiring managers have easy access to application information. If you apply for more than one property, your application will be more widely distributed. All Team members receive the same benefits regardless of worksite location. If you have any questions regarding your application or our hiring process, please contact the Human Resources department.

We start building our Team in February and we continue to interview and hire well into the summer. We also have some openings in the summer and early fall, so your application is kept on file and is available for review all season long. Because of our ongoing review of all applications, we typically do not mail out letters to you indicating our positions have been filled. If you are interested in knowing our current hiring focus or if your availability changes or you wish to update information related to your application, please call our Human Resources department at 608.935.3639 x 1201.

Generally, our largest departments and the largest number of position openings are our housekeeping and food and beverage service departments. Usually, our bartender positions require individuals 21 years old or older and our wait staff (server) require individuals 18 years old or older. We hire more direct Guest care positions than grounds and maintenance positions in all operations. We have positions that work evenings (second shift) and positions that work nights (third shift). We occasionally have supervisory and/or management positions openings. Individuals using a cover letter and resume to apply for leadership positions may include them with a completed application for employment. Most of our seasonal positions work through October/early November. Some work through December/early January. A few positions are "summer-only".

<b>JOB INTERESTS</b> <b>I am interested in the following: (check all that apply)</b>		
<input type="checkbox"/> Position at all properties <input type="checkbox"/> Positions at the Attraction <input type="checkbox"/> Positions at the Resort <input type="checkbox"/> Positions at the Inn		
<b>The House on the Rock Attraction</b> <b>5754 State Road 23, Spring Green,</b> <b>WI 53588:</b> <input type="checkbox"/> Admissions/phones <input type="checkbox"/> Retail/gifts/fudge <input type="checkbox"/> Quick service food (counter, register, prep...) <input type="checkbox"/> Ice cream shop <input type="checkbox"/> Night watchperson <input type="checkbox"/> Housekeeping <input type="checkbox"/> Janitorial/light maintenance/grounds <input type="checkbox"/> On-site retail sales (guest services inside tour areas) <input type="checkbox"/> Other (explain in box at right)	<b>The Resort, continued:</b> <input type="checkbox"/> Second shift hotel (front desk/housekeeping) <input type="checkbox"/> Line cook (breakfast/lunch, dinner/nights) <input type="checkbox"/> Kitchen utility/dishwasher <input type="checkbox"/> Server/waitstaff (breakfast/lunch, dinner/nights, banquets) <input type="checkbox"/> Host/hostess/server assistant (bussier) <input type="checkbox"/> Bartender –prefer over 21 years old (golf bar bartender/cook, lobby bar bartender, banquet bartender) <input type="checkbox"/> Golf course beverage cart operator must be over 18 years old <input type="checkbox"/> Golf tee-time desk/retail sales <input type="checkbox"/> Golf course operations (ranger, starter, guest service associate) <input type="checkbox"/> Janitorial/building maintenance <input type="checkbox"/> Spa (licensed aesthetician, licensed massage therapist) <input type="checkbox"/> Golf and grounds team mowing/maintenance/mechanic <input type="checkbox"/> Other (explain in box at right)	<b>The House on the Rock Inn</b> <b>3591 State Road 23, Dodgeville, WI</b> <b>53533:</b> <input type="checkbox"/> Front desk (1 <sup>st</sup> , 2 <sup>nd</sup> Shifts) <input type="checkbox"/> Night shift hotel* <input type="checkbox"/> Second shift hotel* *Second and night shift hotel associates are cross trained to perform front desk duties and housekeeping/janitorial duties. <input type="checkbox"/> Housekeeping associate (room attendant, public area cleaner, continental breakfast service, laundry associate) <input type="checkbox"/> Bartender/cook – prefer over 21 years old <input type="checkbox"/> Janitorial/building maintenance <input type="checkbox"/> Other (explain in box below)
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">           Other (explain)           <hr style="border: 0; border-top: 1px solid black; margin: 2px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 2px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 2px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 2px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 2px 0;"/> </div>		

We work while others play, so weekend and holiday availability is very important. Please share your availability (or lack of availability) with us by season. Our scheduling needs typically change by season so it's important for us to understand your availability for each season. If unavailability for work on particular days is due to religious beliefs, an accommodation may be made, unless it imposes an undue hardship on the Company.

**Please use careful consideration when completing this section as it will have a strong bearing when your application is reviewed.**

### AVAILABILITY

Date I am available to start a position: \_\_\_\_\_ Expected last day: \_\_\_\_\_

Operating season	Weekday availability (Please circle days you are available to work)	Weekend availability (Please circle days you are available to work)	Estimated number of days/week or number of hours/week I would be available to work each week	Times I may have schedule conflicts or may need time off during this season
January to Late May	Mon Tue Wed Thu Fri Notes:	Sat Sun Notes:	<input type="checkbox"/> Not available <input type="checkbox"/> Available for:	
Memorial Day Weekend through Labor Day Weekend	Mon Tue Wed Thu Fri Notes:	Sat Sun Notes:	<input type="checkbox"/> Not available <input type="checkbox"/> Available for:	
Early September through December	Mon Tue Wed Thu Fri Notes:	Sat Sun Notes:	<input type="checkbox"/> Not available <input type="checkbox"/> Available for:	

### REFERENCES

Please list three additional references not related to you, whom you have known at least one year.  
Use an additional sheet of paper if more space is necessary.

Name	Address	Title/Relationship	Phone	Years Known

Our mission is to create memorable moments for each Guest through service excellence and clean, safe and unique properties. To achieve this mission, if the need arises to further our mission, the Company reserves the right to transfer employees to other position or locations. Team members are provided an orientation and handbook and expected to follow many policies including a reasonable suspicion drug testing policy and an employment at will policy.

I certify that all facts are true and complete and true to the best of my knowledge. Any omission will be considered a falsehood. I understand that, if employed, false statements in this application or in interview(s) shall be considered sufficient cause for dismissal. I authorize the employers, schools and other organizations and persons named in my application to provide any information relevant to an employment decision, and I release them from any/all liability whatsoever. I further understand that any job offer will be contingent upon satisfactory background (and in some cases, driver's license record) checks.

I understand that this is an application and not a contract of employment. I also, in the event of employment, agree to abide by all present and future rules and I understand the Company may change the policies and regulations from time-to-time as it deems necessary without my prior knowledge, approval or consent. I understand that if employed, my employment is at will and may be terminated by the employer or by me at any time.

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Thank you for taking the time to complete this application and return it to the House on the Rock Human Resources Department,  
information@thehouseontherock.com*