

APPLICATION PROCESS

To make things easier for interested applicants and for our Managers, The House on the Rock Human Resources (HR) department coordinates the recruiting and application process. Mailing, emailing or faxing the application to HR starts the process!

The application form asks questions about your background, interests, skills and availability. Managers and/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 during our team building season. Surprisingly, most positions are needed well into the fall, as fall is an extra busy time for our operations.

After you fill out our application and send it to The House on the Rock HR department, your application is entered into a database. Applications are made available to all hiring decision makers for review. Please call the HR department to update information if your phone or contact information changes or if your availability changes.

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.

TEAM INFORMATION

Our team is made up of enthusiastic individuals committed to offering memorable moments to each Guest. We are an equal opportunity employer.

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.

Team Members range in age from teens to seniors. Our housekeeping and golf groundskeeping departments are large and have the most position openings. A wide variety of position titles are listed on the job application.

The Resort is open 24 hours a day, seven days a week in the main season and most departments have two or three shifts of position openings to fill. The Attraction is open from 9 am to 5 pm during the regular operating season and Attraction schedules complement these operating hours.

The Resort and Attraction 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 represent our peak days.



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

The House on the Rock Attraction and The House on the Rock Resort & Golf Course offer memorable experiences to our Guests through the efforts of a top-notch Team that truly is committed to our vision. We value safety, cleanliness and Guest Service and are looking for Team Members with the same values, who take pride in delivering a quality Guest experience.

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 as 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 smoking policies. If scheduled a shift of 5 - 6 hours we receive one paid break. For shifts that are between 6 and 8.5 hours we receive one paid break and some positions receive an additional unpaid meal period. If we are scheduled on a shift of less than five hours, we do not receive a paid break or an unpaid meal period. Tobacco, including e cigarettes, may only be used during paid break or unpaid meal periods in designated outdoor areas.

Cellular phones detract from our Guest care environment and are not allowed to be carried while we work. 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 in this industry. We follow conservative image guidelines. Shirts (provided) are worn tucked in. We do not wear blue jeans, leggings or athletic style bottoms. Make-up, jewelry and perfume, when worn; must be done in moderation. We are not permitted to wear rings in body piercings other than in the ear and we wear close-toed shoes. Tattoos must be covered by clothing if working in direct Guest service positions.

We have policies against violence bullying, harassment and discrimination and against drug and alcohol use on the job or being under the influence while at work. Additional policies are explained in orientation after hire.

IF CALLED FOR AN INTERVIEW

With multiple interviewers, it is important to note the correct location of the interview, the time of the interview and the interviewer's name. Please plan on arriving to the interview a few minutes early.

- Be sure to dress the way you think you will on the job when arriving for an interview.
- A first screening interview lasts about an hour (times vary by department).
- Qualified candidates are called back in for an additional interview(s) and reference/background checks takes place before job offers are made to those best matched to position openings.
- If you are hired, your first day on the job is an orientation session where you will 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 food and 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 food outlets, retail outlets and the spa while employed. Active Team Members may use their Team ID to visit the Attraction and to golf complimentary according to Company guidelines. Team Members also receive perks such as attraction passes, golf passes and/or pool passes to give family and friends, letters for complimentary admission to area attractions who participate in a reciprocity program and free use of the fitness room (excluding the pools) at the Resort.

Team members meeting the criteria of being in *regular* positions working an average of 36 or more hours per week, 52 weeks a year, receive 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 maybe printed from our website www.thehouseontherock.com.