

APPLICATION PROCESS

The process starts by completing an application or by submitting a resume to the Human Resources department. You may scan and email information to:

information@thehouseontherock.com,
fax information to 608.935.9472,
return your information by mail to The House on the Rock, Attention Human Resources, 5754 State Road 23, Spring Green, WI 53588.

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 the Human Resources department to follow up on your application are always welcome. Contact us 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.

Our application has a list of the positions we typically hire for each season. We have openings for those seeking part time work or limited amounts of shifts each week 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! The Resort Housekeeping department has the most scheduling flexibility.

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.

We share applications with the Manager or Director offering positions most closely matched to the details on your application. Need more space to describe special scheduling requirements or other details? Please include a note with your application.



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

The House on the Rock Attraction and The House on the Rock Resort and Golf Course offer memorable experiences to our Guests through service excellence and clean, safe and unique properties.

Do you value safety, cleanliness and take pride in your work? Are you interested in a job in Guest Service? 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 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, Team Members receive one paid break. For shifts that are between 6 and 8.5 hours Team Members receive one paid break and some positions receive an additional unpaid meal period. If Team Members are scheduled on a shift of less than five hours, they 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. 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. Team Members do not wear blue jeans, leggings or athletic style bottoms. Make-up, jewelry and perfume are worn conservatively. Details 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 and alcohol use on the job or 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.

Additional policies are explained in orientation after hire.

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 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, 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, golf passes and/or pool passes to give family and friends and letters for complimentary admission to area attractions who participate in a reciprocity program.

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 may be printed from our website www.thehouseontherock.com.