



Rancho Valencia is a  
Smoke-free property

# APPLICATION FOR EMPLOYMENT

Rancho Valencia Resort is an Equal Opportunity Employer dedicated to non-discrimination in employment.

## PERSONAL INFORMATION

Last Name		First	Middle	Email Address	
Street Address				Home Phone ( )	
City, State, Zip				Cellular Phone ( )	
Have you ever applied to or worked for Rancho Valencia Resort before?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Do you have friends or relatives that work for Rancho Valencia Resort? If so, state names and relationships:	
Are you at least 18 years old? <i>(If not, hire is subject to verification that you are of minimum legal age and a valid work permit.)</i>		<input type="checkbox"/>	<input type="checkbox"/>	If hired, can you present evidence of your legal right to live and work in the United States?	
If applying for a job involving alcohol beverage service, are you at least 21 years old?		<input type="checkbox"/>	<input type="checkbox"/>	If hired, would you have a reliable means of transportation to and from work?	
Are you currently employed? If so, may we contact your present employer?		<input type="checkbox"/>	<input type="checkbox"/>		
Are you able, with or without accommodation, to perform the essential tasks of the job for which you are applying? What accommodations would you need to perform the essential tasks?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
<hr/> <hr/> <hr/> <p><i>(We comply with the ADA and provide reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions )</i></p>					

## EMPLOYMENT DESIRED

Position(s) applying for:		Date available to start	Wage/Salary desired:
How did you hear about the position?			
Type of employment applying for: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Summer or Holiday <input type="checkbox"/> Weekends			
Employment at Rancho Valencia Resort often requires working weekends, holidays and during summer months. Are you available during these times? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Please list any days/shifts that you cannot work: <hr/>			
Would you be available to work overtime, if necessary? <input type="checkbox"/> Yes <input type="checkbox"/> No		If applying for temporary work, when would you be available? <hr/>	
Why do you want to work at Rancho Valencia Resort? <hr/> <hr/> <hr/>			
Why do you feel qualified for the position you seek? <hr/> <hr/> <hr/>			

## EMPLOYMENT HISTORY

List below all present and past employment starting with your most recent (or current) employer (last 10 years is sufficient). Account for all periods of unemployment. **You must complete this section even if attaching a resume.**

Company Name		Telephone # ( ) -
Address		Employed From                      To
Name of Supervisor		Reason for Leaving
Job Title and Duties		

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## EDUCATION, TRAINING & EXPERIENCE

School	Name and City	# Yrs.	Graduate?	Degree or Diploma
High School				
College/University				
Vocational/Business				

Many of our guests do not speak English. Do you speak, write or understand any foreign languages?  Yes  No  
If yes, which languages? \_\_\_\_\_

## MILITARY SERVICE

Have you served in the military? If so, dates of military service from: \_\_\_\_\_ to \_\_\_\_\_  Yes  No

Last rank held at time of discharge: \_\_\_\_\_

Have you obtained any special skills or abilities as the result of service in the military? If so, please describe:  Yes  No  
\_\_\_\_\_

**PLEASE READ CAREFULLY, INITIAL EACH PARAGRAPH AND SIGN BELOW**

\_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ I hereby authorize Rancho Valencia Resort to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to Rancho Valencia Resort any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Rancho Valencia Resort, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_ I understand that the company's employee handbook contains an arbitration agreement that, if I am hired, will govern my employment with the company unless I follow the designated procedures outlined in the handbook to opt-out. Employees will not be penalized for opting out of the arbitration agreement.

\_\_\_\_\_ I understand that nothing contained in the application or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and Rancho Valencia Resort. In addition, I understand and agree that if I am employed, my employment may be terminated at any time, with or without prior notice, with or without cause at the option of either myself or the company (known as "at-will" employment), and that no promises or representations contrary to the foregoing are binding on Rancho Valencia Resort unless made in writing and signed by me and Rancho Valencia Resort's designated representative.

\_\_\_\_\_ If hired, I agree to read and comply with all of the company's policies. I further understand that if employed, upon the separation of my employment I will be required to return all company property in my possession.

\_\_\_\_\_ Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by Rancho Valencia Resort, I am entitled to copies of any such public records obtained by Rancho Valencia Resort unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above.

***I ACKNOWLEDGE I HAVE READ, UNDERSTOOD AND AGREED TO THE ABOVE STATEMENTS, AND CERTIFY UNDER PENALTY OF PERJURY THAT THIS APPLICATION IS TRUE AND CORRECT.***

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**See reverse**



RANCHO VALENCIA  
resort & spa

## VOLUNTARY SURVEY Applicant Identification Record

We are required by law to collect certain information from each job applicant for equal employment opportunity purposes. This form is used to provide each applicant with an opportunity to furnish such information voluntarily. Such information will be used only for record-keeping purposes, will be kept separate from the application and the employee's main personnel file, and will not be used for any discriminatory purposes. Refusal to provide the requested information will not subject you to any adverse treatment.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Date: \_\_\_\_\_

- I. Sex:  Male  
 Female

II. Please Check One:

- Hispanic or Latino** (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race)

**OR**

- White (Not Hispanic or Latino)** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- Black or African American (Not Hispanic or Latino)** A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (Not Hispanic or Latino)** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaska Native (Not Hispanic or Latino)** A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- Two or More Races (Not Hispanic or Latino)** All persons who identify with more than one of the above five racial/ethnic groups. *If you check this box, please list the single racial/ethnic group above with which you most closely identify:* \_\_\_\_\_
- If you choose not to self-identify your race or ethnicity, please check box**

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