



# Theodore Roosevelt

MEDORA FOUNDATION

Season applying for:	
<input type="checkbox"/>	Spring/Summer
<input type="checkbox"/>	Fall/Winter
<input type="checkbox"/>	Any dates

## EMPLOYMENT APPLICATION

Last Name (Please Print): \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Date of Application: \_\_\_\_\_ SSN: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

### 1. EXPERIENCE

- |  |                                       |   |   |  |
|--|---------------------------------------|---|---|--|
| <input type="checkbox"/> MAINTENANCE   | <input type="checkbox"/> GROUNDS WORK | <input type="checkbox"/> FOOD PREPARATION | <input type="checkbox"/> BARTENDING       | <input type="checkbox"/> CAMPGROUND - RESERVATIONS |
| <input type="checkbox"/> CARPENTRY     | <input type="checkbox"/> GOLF COURSE  | <input type="checkbox"/> LINE COOK        | <input type="checkbox"/> RETAIL SALES     | <input type="checkbox"/> MOTEL - RESERVATIONS      |
| <input type="checkbox"/> MECHANIC      | <input type="checkbox"/> LAUNDRY      | <input type="checkbox"/> HOSTING          | <input type="checkbox"/> TILL OPERATION   | <input type="checkbox"/> ACCOUNTING                |
| <input type="checkbox"/> WELDING       | <input type="checkbox"/> HOUSEKEEPING | <input type="checkbox"/> WAIT STAFF       | <input type="checkbox"/> DEPOSIT AUDITING | <input type="checkbox"/> WRANGLER                  |
| <input type="checkbox"/> REFRIGERATION | <input type="checkbox"/> THEATER      | <input type="checkbox"/> CATERING         |   |  |

Check any of the categories above in which you have **experience**, and **give details on the lines below**:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why do you want to work for TRMF, and what do you hope to gain from this experience?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tell us your strengths as an employee:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tell us anything about yourself that you feel may help us in considering you for employment (hobbies, talents, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Position Desired

(Positions available are listed on the inside cover and on the back of the summer employment information sheet.)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

If none of your choices are available, are you willing to accept any position? Yes  No

## 2. EDUCATION

Name of high school: \_\_\_\_\_

No. of years attended: \_\_\_\_\_ Did you graduate? Yes  No

Name of college/university/trade school: \_\_\_\_\_

Area of study: \_\_\_\_\_ No. of years attended: \_\_\_\_\_ Did you graduate? Yes  No

**If attending school, research for upcoming year:** Spring term ends: \_\_\_\_\_ Fall term begins: \_\_\_\_\_

## 3. BUSINESS REFERENCES

Please list your last three employers, beginning with your **current / most recent employer**:

Employer: \_\_\_\_\_ Position(s): \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Name of supervisor / contact person: \_\_\_\_\_

Start Date(s): \_\_\_\_\_ End Date(s): \_\_\_\_\_ May we contact this employer? Yes  No

Reason for departure: \_\_\_\_\_

Employer: \_\_\_\_\_ Position(s): \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Name of supervisor / contact person: \_\_\_\_\_

Start Date(s): \_\_\_\_\_ End Date(s): \_\_\_\_\_ May we contact this employer? Yes  No

Reason for departure: \_\_\_\_\_

Employer: \_\_\_\_\_ Position(s): \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Name of supervisor / contact person: \_\_\_\_\_

Start Date(s): \_\_\_\_\_ End Date(s): \_\_\_\_\_ May we contact this employer? Yes  No

Reason for departure: \_\_\_\_\_

**Were you ever employed with TRMF before?** Yes  No  Year(s): \_\_\_\_\_

Job(s): \_\_\_\_\_

## 4. PERSONAL REFERENCES

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Years known: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Years known: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Years known: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

## 5. PLEASE COMPLETE THE FOLLOWING:

Be specific about your available work dates as they will be part of your employment agreement if hired:

First available day of work: \_\_\_\_\_ Last available day of work: \_\_\_\_\_

**Hiring preference and bonus opportunities are given to applicants available for 12 weeks or more (*summer*) or 16 weeks or more (*winter*). Employees who leave employment before the last day of work listed on their approved employment agreement will be ineligible for an end-of-season bonus and *may also* be ineligible for rehire. Shortening the length of approved work dates for any reason will not be accepted once employment begins.**

Note any requests for time off or obligations that may affect employment dates: \_\_\_\_\_  
Requests for more than 3 days off at a time will not be accepted unless approved by TRMF management.

Have you ever been convicted of and/or pled no contest to a misdemeanor or felony? Yes  No   
If yes, explain. A conviction is not an automatic bar to employment. \_\_\_\_\_

Can you show that you are eligible to work in the United States by showing an SSN card, U.S. passport, and/or a valid work visa? Yes  No

If your application is accepted and you are hired, will you require housing? Yes  No   
If your application is accepted, will you be living in your own accommodations or RV? Yes  No   
Size of RV/Trailer \_\_\_\_\_

Employees must be at least 18 years old to live in employee housing. Are you 18 or older? Yes  No   
Positions that serve alcohol require employees to be at least 21 years old. Are you 21 or older? Yes  No

Do you have a valid driver's license? Yes  No  If yes, what class: \_\_\_\_\_

How did you hear about us?

- |   |  |
|---|--|
| <input type="checkbox"/> Medora website       | <input type="checkbox"/> On-Campus Recruiter                                   |
| <input type="checkbox"/> School Counselors    | <input type="checkbox"/> Visit to Medora (list number of times visited): _____ |
| <input type="checkbox"/> Posters              | <input type="checkbox"/> TRMF Employee (name): _____                           |
| <input type="checkbox"/> Other advertisements | <input type="checkbox"/> Other: _____  |

## DISCLAIMER

I certify that all statements made in this application are true and may be verified by the Theodore Roosevelt Medora Foundation (TRMF). In the event of employment, I understand and agree that any misrepresentation or omission of facts in my application may be the basis for refusal to hire, termination of employment, or grounds for withdrawal of an offer of employment.

I hereby authorize all past employers, schools, persons, and organizations having relevant information or knowledge to provide it to TRMF or its duly authorized representative for its use in deciding whether or not to offer me employment. I hereby release employers, schools, persons, and organizations from all liability in responding to inquiries in connection with my application.

I understand that if I am hired, the length of my employment is not guaranteed. No employee, manager, or supervisor of TRMF - other than the president of TRMF - has any authority to enter into any contract of employment for any specified period of time. Only contracts approved by the president in writing shall be valid and binding upon TRMF.

If employed, I agree to comply with the policies, rules, regulations, and procedures of TRMF. I further understand that employment at TRMF is at-will. If an employment relationship is established, my employment can be terminated at any time, with or without cause and with or without notice, at the option of TRMF or myself.

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

The Theodore Roosevelt Medora Foundation prohibits discrimination in employment on the basis of race, color, sex, age, religion, national origin, veteran status, marital status, physical or mental disability, creed or any category protected by state or federal law.  
The Theodore Roosevelt Medora Foundation is an equal opportunity employer.

Mailing Address: Theodore Roosevelt Medora Foundation  
PO Box 198  
Medora, ND 58645  
Phone: (701) 623-4444 or 1-800-MEDORA-1 (1-800-633-6721)  
Email: [personnel@medora.com](mailto:personnel@medora.com)  
Website: [www.medora.com/employment](http://www.medora.com/employment)