



Dear Applicant,

Thank you for your interest in working at Timberline Lodge.

Before you begin the application process there are a few things you need to know about us. We represent Timberline Lodge, a National Historic Landmark and icon of the Northwest. We expect a lot from our employees. Our standards for quality service, professional appearance, and a positive attitude are important to us.

Our credo is Proud to Be Your Host. The Kohnstamm family, operators of Timberline Lodge since 1955, and the Timberline staff, are proud to play host to nearly 2 million people a year from around the world. Please take a moment to review our standards of Proud and Host.

P	Professional	<ul style="list-style-type: none"> <li>✓ We work well with each other.</li> <li>✓ We always use our best judgment.</li> </ul>
R	Respectful	<ul style="list-style-type: none"> <li>✓ We show respect in word and action to guests and work colleagues alike.</li> <li>✓ We are aware of on and off stage areas.</li> </ul>
O	Original	<ul style="list-style-type: none"> <li>✓ Timberline Lodge is an American original! Natural hospitality is a Timberline signature.</li> </ul>
U	Unforgettable	<ul style="list-style-type: none"> <li>✓ We use storytelling and listening to enhance the guests' experience.</li> <li>✓ We know we are in the business of making lifelong memories.</li> </ul>
D	Dedicated	<ul style="list-style-type: none"> <li>✓ We develop product knowledge of all operational areas.</li> <li>✓ We love our jobs and we let it show.</li> </ul>
H	Honor	<ul style="list-style-type: none"> <li>✓ We honor the history and legacy of Timberline.</li> <li>✓ We honor our commitment to exceptional guest service.</li> </ul>
O	Optimize	<ul style="list-style-type: none"> <li>✓ We optimize our knowledge and opportunities for education.</li> <li>✓ We make the most of every day.</li> </ul>
S	Share	<ul style="list-style-type: none"> <li>✓ We learn the stories, factoids, and legends...and share them with guests.</li> <li>✓ We share our stories and experiences with guests.</li> </ul>
T	Team Play	<ul style="list-style-type: none"> <li>✓ We enjoy our work colleagues.</li> <li>✓ We have fun getting it done, well.</li> </ul>

If this sounds like something you would like to be part of, please sign below that you understand our standards and expectations.

**I have read and understand the above expectations.**

\_\_\_\_\_  
Print your name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Your signature

**Please Note: Your application cannot be accepted or an employment interview conducted unless you meet and maintain these standards.**

<b>Personal Appearance Standards</b>	
<b>Grooming</b>	<p>Men and women must wear their hair in a style that looks professional and well kept at all times. No colors outside the "normal" scope of natural hair colors will be allowed</p> <ul style="list-style-type: none"> <li>❖ Hair must be clean and well groomed.</li> <li>❖ Beards or moustaches well trimmed.</li> <li>❖ Perfumes, colognes and other scented personal hygiene items shall be used sparingly.</li> <li>❖ Nothing about the employee's appearance or personal hygiene should be "offensive" to co-workers or guests.</li> </ul>
<b>Jewelry</b>	<ul style="list-style-type: none"> <li>❖ Jewelry may be worn by both men and women as long as it is professional.</li> <li>❖ Allowed facial piercings include earrings, nose (one stud in the nose <u>only</u>) or a simple ring on the side of the nose</li> <li>❖ "Plugs" are not allowed.</li> </ul>
<b>Tattoos</b>	<ul style="list-style-type: none"> <li>❖ Tattoos are acceptable as long as they are not offensive to our guest or co-workers. The exception is head and neck tattoos which are not acceptable.</li> </ul>
<b>Dress</b>	<ul style="list-style-type: none"> <li>❖ To present a consistent and quality image to our guests, employees are required to wear uniforms. RLK and Company may provide some or all of your required uniform to you.</li> <li>❖ Please check with your supervisor or manager for more details on your department's specific uniform requirements. It is necessary for pants and shirts to be clean and wrinkle free at all times and not to show wear. Department supervisors will assist you in replacing worn or stained uniforms.</li> <li>❖ Each employee will be provided with a name tag. It must be worn at all times during the work shift. Name tags are to be worn on the right side of the uniform shirt, level with the Company logo on the left hand side. You may remove your name tag if you are taking a break or at lunch, but must replace it when you return.</li> <li>❖ Pants must be a conventional cut, color, fabric and fit nicely. Baggy or excessively loose or low riding pants are not allowed. Cords are acceptable, but must be approved by the department head.</li> <li>❖ Hats are not to be worn unless part of your uniform and/or approved by the department manager.</li> </ul>

**I have read and understand the above expectations.**

\_\_\_\_\_

Print your name

\_\_\_\_\_

Date

\_\_\_\_\_

Your signature

Please list any personal or professional references.

Reference Name	Type of Reference	Contact Information
	<input type="checkbox"/> Personal <input type="checkbox"/> Professional	
	<input type="checkbox"/> Personal <input type="checkbox"/> Professional	
	<input type="checkbox"/> Personal <input type="checkbox"/> Professional	
	<input type="checkbox"/> Personal <input type="checkbox"/> Professional	

Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application blank. **PLEASE PRINT**, except where signatures are required. All information given will be available only to persons who have a "need to know" or as required by law. This company will make reasonable accommodation in the application process, if needed.

This application is current only for ninety (90) days, at the conclusion of which time, if you have not heard from us and still wish to be considered for employment, it will be necessary for you to fill out a new application.



APPLICATION FOR EMPLOYMENT  
 Mailing Address: Timberline Lodge, Timberline, OR 97028  
 Phone: 503.272.3157 Fax: 503.272.3710  
 Email: [jobs@timberlinelodge.com](mailto:jobs@timberlinelodge.com)



Last Name:		First Name:		Initial:		Date of Application:			
Address:						Home Phone:			
						Cell Phone:			
City		State		Zip		Email:			
Have you ever worked for R.L.K. and Company before?						If yes, give dates:			
Yes		No							
Are you under the age of 21? If yes, please indicate your age and birth date									
Positions Applying For: #1		#2		#3					
Date you're available to start				Last date you can remain					
Are you interested in: <input type="checkbox"/> Part-time <input type="checkbox"/> Full-time <input type="checkbox"/> Summer <input type="checkbox"/> Winter									
<b>Employment History: Please account for all periods of employment, self-employment and/or military service beginning with the most recent. Even if you attach a resume, please complete this section of the application.</b>									
Present or last employer:				Phone:		Responsibilities:			
Address:									
Hire Date:		Initial Position:							
Date Left:		Final Position:							
Name and title of immediate supervisor:									
Reason for leaving:									
Employer:				Phone:		Responsibilities:			
Address:									
Hire Date:		Initial Position:							
Date Left:		Final Position:							
Name and title of immediate supervisor:									
Reason for leaving:									
Employer:				Phone:		Responsibilities:			
Address:									
Hire Date:		Initial Position:							
Date Left:		Final Position:							
Name and title of immediate supervisor:									
Reason for leaving:									

Last Name:	First Name:	Initial:
<p>Qualifications: Please list any education, training and/or specialized experience (such as schools, colleges, degrees, licenses, vocational, technical or military experience, hobbies, etc.) you feel would be relevant to the position for which you are applying:</p>		

<p><b>Important:</b> Applicants with disabilities may request any reasonable accommodation necessary to complete this application, or to take any test required for the position for which the applicant has applied, by making a request at the time of the application or testing. <b>Equal Employment Opportunity:</b> It is our policy to seek and employ the best qualified employees and to provide equal opportunity for the advancement of employees and to administer all of our employment policies in a manner that will not discriminate against any person because of race, color, religion, age, sex, marital or veteran status, national origin, ancestry, disability, on-the-job injuries, or any other legally protected status unless it is a bona fide occupational requirement reasonably necessary to the operation of our business.</p>
<p>If you are hired, you will be required to provide a <b>social security number</b> for payroll and present evidence showing that you are legally authorized to work in the United States. Are you prepared to provide this information? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>How did you hear about us? Please check the line and list the source. Newspapers : _____</p> <p>Web : _____ Employee : _____ Travel Brochures/Books : _____ Other : _____</p>

**VERIFICATION AND SIGNATURE:**

1. I authorize the investigation of all matters which the Company deems relevant to my qualifications for employment, including all information given in this application, and in any attachments, supporting documents or interviews. I authorize you to request and receive such information and I release from all liability any current or former employers, other entities (schools, etc.), or persons (such as current or former supervisors, coworkers, etc.) supplying it. I also release you from all liability which might result from making the investigation.
2. I certify that all of the information given in this application and in any attachments, supporting documents or interviews is (or will be) true and complete to the best of my knowledge. I understand and agree that any falsification, misrepresentation, or omission, as well as any misleading statements, or omissions, generally will result in denial of employment, withdrawal of any offer of employment, or immediate termination, regardless of when and how discovered. RLK and Company conducts background checks on certain positions. For applicable positions, all offers of employment are contingent upon successful completion of County Criminal Court Search, Social Security Trace, National Criminal Database and Sex Offender Search.
3. I understand and agree that I will be required to submit to post employment urinalysis testing for the presence of illegal drugs and/or alcohol following any **For Cause** event. **Ask to see a copy of our Substance Abuse Policy if you have any questions.** I agree to such testing, at the Company's expense. I authorize release of the results to the Company and their use to evaluate my suitability for continued employment. I also release the Company from all liability arising out of or connected with any testing.
4. I understand and agree that I may resign or be terminated, with or without cause, at any time, unless otherwise stated in a written employment contract. I also understand and agree that the President of the Company is the only person who will ever have the authority to agree to any other terms and/or to enter into such contracts, and that all such agreements for other terms of employment or contracts must be signed by both parties. I also understand and agree that unless otherwise stated in a written employment contract, the Company may change, withdraw and interpret other policies (including wages, hours and working conditions) as it deems appropriate.
5. I understand and agree that if I am hired the statements in these paragraphs will become a binding part of my employment relationship. I have read each of these statements. I have also reviewed all of the information provided in this application and any attachments or supporting documents.

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

**Unsigned or incomplete applications will not be processed**

## WHAT INSPIRES YOU?

At R.L.K and Company, we care about the quality of your work experience. In order to help your manager better understand what inspires you to be here with us and to join in our mission of providing the best service and products possible, we ask that you answer these few simple questions. These answers will assist your supervisors and managers in their goal to provide you the type of work environment that we hope you will find motivating and fun.

1. What INSPIRES you? (Hint: More than likely, it is not work related)
2. Have you had any “turning points” in your life which changed your path? If so, what?
3. What first interested you about working with R.L.K. and Company?
4. If you could name one past work experience that you completely enjoyed, what would it be?
5. What are your future career plans or goals?
6. What makes a REALLY good day for you?

THANK YOU FOR TAKING THE TIME TO COMPLETE THESE QUESTIONS