



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.

First, we represent Timberline Lodge, a National Historic Landmark and icon of the Northwest. Second, we expect a lot from our Team. Our standards for quality service, professional appearance and grooming, and a positive attitude are important to us. We seek to employ individuals who share our commitment to these qualities.

With that in mind, we have teamed up with the State of Oregon to offer you Q-Care certification. Q-Care is a basic service values training program available through the State. Prior to turning in your application, we request that you become Q-Care certified. You may do so by visiting www.oregonqcare.com. There you can complete the course, print your certification and include that certificate with your application.

We also want to share with you just what type of folks we seek to employ. Our credo at Timberline Lodge is Proud to Be Your Host. To us, these are more than just pretty words. The Kohnstamm family, operators of Timberline Lodge since 1955, and the Timberline family of dedicated staff, are PROUD to play host to nearly 2 million people a year from around the world. We share a feeling of pride in being part of something larger than ourselves, of this VERY special place, and of being a part of history. Please take a moment to review our standards of Proud and Host.

P	Professional	<ul style="list-style-type: none"> ✓ We work well with other Team Members for seamless guest service. ✓ We are Drug and Alcohol free. ✓ We understand the importance of proper grooming and dress code. ✓ We always use our best judgment.
R	Respectful	<ul style="list-style-type: none"> ✓ We show respect in word and action to guests and Team Members alike. ✓ We understand the importance of perfect attendance at work. ✓ We are aware of on and off stage areas.
O	Original	Timberline Lodge is an American original and so are you! BE YOURSELF and craft memorable guest experiences during each shift. Natural hospitality is a Timberline signature.
U	Unforgettable	<ul style="list-style-type: none"> ✓ We anticipate guest needs and shape service to diverse guest types. ✓ We use storytelling and listening to enhance the guests' experience. ✓ We know we are in the business of making lifelong memories.
D	Dedicated	<ul style="list-style-type: none"> ✓ We seek out guest contact. ✓ We develop product knowledge of all operational areas. ✓ We LOVE OUR JOB AND WE LET IT SHOW!
H	Honor	<ul style="list-style-type: none"> ✓ We honor the history and legacy of Timberline. ✓ We honor our duty as STEWARDS of this very special place. ✓ We honor our commitment to exceptional guest service.
O	Optimize	<ul style="list-style-type: none"> ✓ We find every opportunity to enhance the guests' experience. ✓ We optimize our knowledge and opportunities for education. ✓ We make the most of every day.
S	Share	<ul style="list-style-type: none"> ✓ We learn the stories, factoids, and legends...and share them with guests. ✓ We share our stories and experiences with guests. ✓ We share the pride of being part of history.
T	Team Play	<ul style="list-style-type: none"> ✓ We strive for "seamless" guest service. ✓ We enjoy our fellow Team Mates. ✓ We HAVE FUN GETTING IT DONE....WELL.

If this sounds like something YOU would be proud 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.

Dress and Grooming Standards	
Grooming	<ul style="list-style-type: none"> * Men and women must wear their hair in a conventional style, cut and color appropriate to our business. Dreadlocks are not considered appropriate to our business. * Men may not wear ponytails of any length and their hair length cannot extend past the top of their collar. * Hair must be clean and well groomed. * Men must be clean shaven (established, well trimmed beards and/or mustaches are acceptable).
Jewelry	<ul style="list-style-type: none"> * Jewelry, appropriate to our business, may be worn by all employees unless there is an issue of safety or it is prohibited by regulation. * Earrings, of a conventional style, may be worn in ears only. Facial, nasal, or oral cavity jewelry is not permitted while in uniform (on or off the clock). Plugs are not allowed.
Tattoos	<ul style="list-style-type: none"> * Tattoos which are or can become visible to our guests are not allowed.
Dress	<ul style="list-style-type: none"> * To present a consistent and quality image to our guests, employees are required to wear uniforms. For uniform shirts with button down collars, the collars must be buttoned. All shirts must be pressed and fully tucked in. When in uniform, on or off the job, we must present an appropriate business-like appearance. * Each employee is provided a name tag prior to starting work. It must be worn at all times during the scheduled work shift. * Pants must be a conventional cut, color and fabric, and fit neatly. No cord type pants/shorts allowed. No baggy or oversized pants or pants worn below the waist line allowed. * Hats may not be worn unless approved by the department manager. * Closed heel/toe brown or black shoes are required. Tennis shoes are not to be worn while in uniform.

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	



APPLICATION FOR EMPLOYMENT

Mailing Address: Timberline Lodge, Timberline, OR 97028
Phone: 503.272.3157 Fax: 503.272.3145 Email: jobs@timberlinelodge.com



Last Name:		First Name:		Initial:		Date of Application:	
Address:						Home Phone:	
City						Cell Phone:	
State				Zip		Email:	
Emergency contact person: Name: _____ Phone Number: _____							
Are you under the age of 21? If yes, please indicate your age _____ and birth date _____							
Have you ever worked for R.L.K. and Company before? <input type="checkbox"/> Yes <input type="checkbox"/> No						If yes, give dates: _____	
Positions Applying For: #1		#2		#3			
Employment History: Please account for all periods of employment, self-employment and/or military service beginning with the most recent.							
Present or last employer:						Phone:	Responsibilities:
Address:							
Hire Date:		Initial Position:		Wage:			
Date Left:		Final Position:		Wage:			
Name and title of immediate supervisor:							
Reason for leaving:							
Employer:						Phone:	Responsibilities:
Address:							
Hire Date:		Initial Position:		Wage:			
Date Left:		Final Position:		Wage:			
Name and title of immediate supervisor:							
Reason for leaving:							
Employer:						Phone:	Responsibilities:
Address:							
Hire Date:		Initial Position:		Wage:			
Date Left:		Final Position:		Wage:			
Name and title of immediate supervisor:							
Reason for leaving:							

Even if you attach a resume, please complete this section of the application.

Last Name:	First Name:	Initial:
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: _____		

Important: 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. **Equal Employment Opportunity:** 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.

If you are hired, you will be required to provide a **social security number** for payroll and present evidence showing that you are legally authorized to work in the United States. Are you prepared to provide this information? Yes No

Criminal Record: (A criminal record is not an automatic bar to employment. Factors such as the nature and gravity of the crime, the length of time since the conviction and/or completion of any sentence, and the nature of the job for which you have applied, will be considered. Do not list any arrest, charge, or detention that did not result in conviction, or any arrest, charge, detention, or conviction that has been judicially expunged, sealed, impounded, or eradicated). Have you been convicted, plead guilty, or no contest, or forfeited bond or bail for any crime, whether classified as a felony, misdemeanor, or any type of violation or offense? (You do not need to list minor traffic offenses or violations) Yes No

If yes, please give details: _____

How did you hear about us? Please check the line and list the source. Newspapers : _____ Web
Employee : _____ Travel Brochures/Books : _____ Other : _____

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.
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 Drug and Alcohol 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.

Yes

No

Signature: _____ Date: _____

Unsigned for 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. What makes you “tick”? When you wake up, what are your goals or hopes for the day?
3. Have you had any “turning points” in your life which changed your path? If so, what?
4. What first interested you about working with R.L.K. and Company?
5. If you could name one past work experience that you completely enjoyed, what would it be?
6. What are your future career plans or goals?
7. What makes a REALLY good day for you?

THANK YOU FOR TAKING THE TIME TO COMPLETE THESE QUESTIONS