COOLFONT RESORT
3621 Cold Run Valley Road | Berkeley Springs, WV 25411
304-500-0500 | info@coolfont.com | www.coolfont.com

EMPLOYMENT APPLICATION (Hospitality Positions)

1. PERSONAL INFORMATION
Full Legal Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

Date Available to Start: _____

2. POSITION INFORMATION
Position(s) Applying For (check all that apply):

☐ Front Desk ☐ Housekeeping ☐ Bartender/Bar Back ☐ Server ☐ Host/Hostess

☐ Line Cook ☐ Sous Chef ☐ Dishwasher ☐ Maintenance

Employment Type: ☐ Full-Time ☐ Part-Time ☐ Seasonal

Desired Pay (Hourly): _____

3. EMPLOYMENT ELIGIBILITY
Legally authorized to work in the U.S.? ☐ Yes ☐ No

Previously employed by COOLFONT? ☐ Yes ☐ No If yes, when/position: _____

Reliable transportation? ☐ Yes ☐ No

Able to meet physical requirements (standing, lifting 25 lbs., stairs)? ☐ Yes ☐ No

Have you been convicted of a felony (excluding minor traffic offenses)? ☐ Yes ☐ No

If yes, briefly explain (will not automatically disqualify employment):

_____

4. EDUCATION & RELEVANT SKILLS
Highest Level Completed: _____

Certifications (ServSafe, TIPS, CPR, etc.) : _____

Briefly describe hospitality/customer service experience and systems knowledge:

_____

_____

5. EMPLOYMENT HISTORY (Most Recent First)
Employer #1: _____

Job Title: _____ Dates: _____ to _____

Supervisor/Phone: _____

Primary Duties: _____

Reason for Leaving: _____

Employer #2: _____

Job Title: _____ Dates: _____ to _____

Supervisor/Phone: _____

Primary Duties: _____

Reason for Leaving: _____

Additional employment may be listed on a separate page if necessary.

6. PROFESSIONAL REFERENCES
Reference #1 (Name/Phone/Relationship): _____

Reference #2 (Name/Phone/Relationship): _____

7. BACKGROUND & MILITARY (Optional)
Veteran? ☐ Yes ☐ No Branch/Years: _____

Willing to consent to background check if offered employment? ☐ Yes ☐ No

APPLICANT CERTIFICATION
COOLFONT Resort is an Equal Opportunity Employer committed to diversity and inclusion. All qualified applicants will receive consideration without regard to protected status.

I certify the information provided is true and complete. I understand falsification may result in disqualification or termination if hired.

Applicant Signature: _____ Date: _____

Printed Name: _____