



# APPLICATION FOR EMPLOYMENT

Human Resources Department  
1001 Army Road – Kingwood, WV 26537 - ☎304-791-7001 - 📠304-791-7004

Camp Dawson Event Center (CDEC) is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

Please print or type. Incomplete information could disqualify you for further consideration.

## PERSONAL INFORMATION

Full Name

Street Address

Mailing Address (if different)

City

State

Zip

Home Phone

Cell Phone

Email

Are you a U.S Citizen? Yes  No  If No, Are you permitted to work in the United States? Yes  No

If selected for employment are you willing to submit to a pre-employment screening drug test? Yes  No

Have you ever been convicted of a felony? Yes  No  If yes, explain on back of job application

## POSITION

Position you are applying for

Available start date

Desired pay

Desired employment: Full-time  Part-time  Temporary  On-Call  Are you currently employed? Yes  No

Are you available to work any shift? Yes  No

Are you available to work weekends? Yes  No

Are you of age of to serve alcohol? (only when applying for the restaurant) Yes  No

## KNOWLEDGE, SKILLS, ABILITIES (KSAs)

Why do you want to work for Camp Dawson Event Center?

Are you able to perform the essential functions of the job for which you are applying, with or without reasonable accommodations? Yes  No

List some of your KSAs that are useful to the job you are applying for.


## EDUCATION

High School	City & State	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>
College or University	City & State	Degree received
Trade/Business or other School	City & State	Degree received

## EMPLOYMENT HISTORY

Company	Company Phone
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Address

Job Title	Name Supervisor		
Start Date	Starting Pay Rate	Separation Date	Ending Pay Rate
Reason for leaving		May we contact this company for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Company	Company Phone
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Address

Job Title	Name Supervisor		
Start Date	Starting Pay Rate	Separation Date	Ending Pay Rate
Reason for leaving		May we contact this company for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Company	Company Phone
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Address

Job Title	Name Supervisor		
Start Date	Starting Pay Rate	Separation Date	Ending Pay Rate
Reason for leaving		May we contact this company for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>	

## REFERRAL SOURCE

How did you hear about us? Advertisement  Website  Someone working at CDEC  Someone working at Camp Dawson

Have you ever worked at Camp Dawson before? Yes  No  If yes, when and what department?

Do you have any relatives who currently work at Camp Dawson? Yes  No  Name:

Were you referred by a Camp Dawson Event Center employee? Yes  No  Name:

## MILITARY SERVICE

Branch

From

To

Rank at discharge

Type of discharge

If other than Honorable, explain here.

Branch

From

To

Rank at discharge

Type of discharge

If other than Honorable, explain here.

## DISCLAIMER AND SIGNATURE

I certify that the information obtained in this application is true and complete. I understand that any misstatement, omission, falsification or misrepresentation of facts in this application may disqualify me from consideration for employment or, if I am hired, may result in disciplinary action up to and including discharge from employment.

I authorize Camp Dawson Event Center, in order to evaluate me for employment purposes, to contact any or all of my previous employers, references and educational institutions, and otherwise investigate my suitability for employment, character, general reputation, personal characteristics, work habits, skills and abilities. I understand that Camp Dawson Event Center may conduct a criminal background check in connection with its considerations of me for employment. I understand that the results of any investigation of me may be disclosed to CDEC Human Resources Department, and I consent to such disclosure.

I acknowledge and agree that this employment application is not a contract or legal guarantee for employment. If hired by Camp Dawson Event Center, I understand that any such employment is at will, is not for any specific term, and may and can be terminated at any time, with or without advance notice, and with or without cause, at the option of Camp Dawson Event Center or myself.

If hired, I agree to comply with all rules, regulations and operating procedures established by Camp Dawson Event Center.

I have read and fully understand the above statement and conditions of employment.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date