



**C-O-N-F-I-D-E-N-T-I-A-L  
Application for Employment**

The Lodge and Spa at Cordillera 2205 Cordillera Way Edwards, CO 81632

**PLEASE READ THIS BEFORE PROCEEDING:**

Thank you for your interest with the Lodge and Spa at Cordillera. The application process may take some time, so please advise us if you have limitations to your availability today.

We do check references and require drug screening, a criminal background check, and if applicable a credit check (for those involved in finance or cash handling).

Applications are accepted without regard to race, color, religion, gender, national origin, age, marital or veteran status, disability, or any other legally protected status. Cordillera is an Equal Opportunity Employer. Kindly answer all questions on this application and write legibly, clearly, and in ink. Incomplete, illegible, or unsigned applications cannot be considered. Read the authorization and release statement on the last page before proceeding.

Your Name:		First	Middle Initial		Last	
Your Social Security Number:					Today's Date	Month Day Year Day of the week
Your address:		Apartment #		City	State	Zip
How may we contact you?:		Do you have voice mail or an answering machine?		How did you learn about this job opening?		<input type="checkbox"/> Newspaper <input type="checkbox"/> On-line / internet posting <input type="checkbox"/> Recruiter <input type="checkbox"/> State Unemployment <input type="checkbox"/> On campus posting Where: _____ <input type="checkbox"/> Current employee Who: _____
Home	Area Code	<input type="checkbox"/> yes <input type="checkbox"/> no		Position applied for:		
Office/work	Area Code	<input type="checkbox"/> yes <input type="checkbox"/> no		Also interested in:		
Mobile	Area Code	<input type="checkbox"/> yes <input type="checkbox"/> no		What shifts or hours are desired?		<input type="checkbox"/> AM <input type="checkbox"/> full time <input type="checkbox"/> Mid-shift <input type="checkbox"/> part time <input type="checkbox"/> Overnight <input type="checkbox"/> temporary
email		@		.		

- If you are under the age of 18, can you provide required proof of your eligibility to work?  yes  no
- If hired, could you present evidence of U. S. Citizenship or of legal right to live and work in the United States? (Proof of citizenship or immigration status will be required upon employment.)  yes  no
- Have you ever been employed at The Lodge and Spa at Cordillera?  yes  no If yes, when?
- Have you ever filed an application at The Lodge and Spa at Cordillera?  yes  no If yes, when?
- Have you ever been convicted of a felony?  yes  no If yes, When and where?
- Are you willing to undergo drug use screening and a criminal background check?  yes  no
- On what date would you be available to start working?
- Are there any days of the week, shifts, or times that you would not be willing or able to work?  yes  no If yes, please specify?
- Do you have any impairment or disability that would cause you not to be able to perform the work for which you are applying?  yes  no If yes, please explain.
- Do you require any special equipment or access to enable you to perform the work for which you are applying?  yes  no If yes, please explain.

**Skills:** (Answer only if applicable to the position for which you wish to be considered)  
 Computer use:  PC Literate/expert user     PC Literate/competent user     PC Literate/sometimes need help     What's a PC?  
 Applications:  Excel, Lotus 123     Word     Publisher     PowerPoint     Access     Windows     Internet  
 Hotel applications and systems known: (please list)

**Languages:** (List answer only if this may be applicable to the position for which you wish to be considered)

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**Please complete this Employment History form even if you do attach a resume  
Kindly list your current or most recent job first**

Employer (Name of Organization)	Wage:		Job Title:
Type of Business?			Summary of responsibilities and duties: (bullet points)
Dates of Employment	<i>Start month and Year</i>	<i>End month and year</i>	
Reason for separation or looking:			
Organization's Address:	<i>Number &amp; Street</i>	<i>City</i>	
Supervisor's Name and Title		Telephone Number(s) <i>Area Code</i>	

***The job before that:***

Employer (Name of Organization)	Wage:		Job Title:
Type of Business?			Summary of responsibilities and duties: (bullet points)
Dates of Employment	<i>Start month and Year</i>	<i>End month and year</i>	
Reason for separation:			
Organization's Address:	<i>Number &amp; Street</i>	<i>City</i>	
Supervisor's Name and Title		Telephone Number(s) <i>Area Code</i>	

***The job before that:***

Employer (Name of Organization)	Wage:		Job Title:
Type of Business?			Summary of responsibilities and duties: (bullet points)
Dates of Employment	<i>Start month and Year</i>	<i>End month and year</i>	
Reason for separation:			
Organization's Address:	<i>Number &amp; Street</i>	<i>City</i>	
Supervisor's Name and Title		Telephone Number(s) <i>Area Code</i>	

*Other job history can be accepted on the resume.*

**Education**

	School Name	City	Course of Study	Grade Completed
High School				
College, University, or Technical School				
Advanced Degree or Extended Education				
Special awards, licenses, certifications, etc. relative to position applied for:				

Why do you want to work for The Lodge and Spa at Cordillera?

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What else do you want us to know or consider in processing this application?

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**Applicant's Agreement, Authorization and Consent for Release of Information**

I understand and agree that if I am employed, I shall be employed on an *at-will* basis. As an at will employee, I understand that both the Company and I can terminate our employment relationship at any time, with or without advance notice and with or without cause. I further understand that, although over the course of my employment, other terms and conditions of my employment may change, the *at-will* term of my employment will not change. This application is not intended to create a contract, or to be construed to constitute contractual obligations of any kind or a contract of employment. The company may change the terms or conditions of employment at any time.

I certify that the answers given herein are true and complete to the best of my knowledge. I understand that any omission or misstatement of material of fact on this application or on any documents used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I authorize Cordillera to contact my former employer(s) and any listed references (separate sheet/Reference Form) or other persons who can verify information. I give my consent to former employer(s) and other contacted persons to respond to questions pertaining to information on this application. Further, I release from liability such former employer(s) or other persons contacted by and providing information to the Lodge and Spa at Cordillera.

I further provide my consent for a Criminal Background Check and agree to submit to Drug Screening Analysis at a Laboratory specified by Cordillera within 24 hours of receiving the request to do so. I authorize the release of information to Cordillera, CWE Hospitality Services, LLC.

Legal name (printed)
Other names (printed)
Counties of residence during the past 5 years
I am providing the above information on a voluntary basis and understand that this is needed for identification verification. I further understand that my date of birth is not a consideration or qualification for employment (other than to be of legal age.)
Signature _____ Date _____