



Application for Employment

EQUAL OPPORTUNITY EMPLOYER

NSB&C requirements for all positions: Provide excellent customer service, ability to pick up at least 30lbs, stand for long periods of time, work well with a team and unsupervised, and share our appreciation of the Adirondacks with all those who visit Natural Stone Bridge and Caves.

In addition to this (a) application, a (b) cover letter and (c) resume with 3 references is required.

(If this is your first job, check our website under "jobs" to find a resume development worksheet to get started.)

Personal Information

Name		DOB	SSN
		/ /	- -
Email			
Present Address	City	State	Zip Code
Permanent Address	City	State	Zip Code
Home Phone		Cell Phone	

Employment Desired Check All That Apply

<input type="checkbox"/> Gift Shop <input type="checkbox"/> Rock Shop <input type="checkbox"/> Ice Cream <input type="checkbox"/> Maintenance <input type="checkbox"/> Adventure Tour Asst Guide		
<input type="checkbox"/> Other Position as Advertised (check website):		
Start Date:	End Date:	Requested Time Off:
Are you currently employed? <input type="checkbox"/> YES <input type="checkbox"/> NO Can we contact your employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Have you applied here before? <input type="checkbox"/> YES <input type="checkbox"/> NO When?		

Education History

High School	Academic Achievements/Extra Curricular
College/Vocational Training	Major, Minor/Extra Curricular

Experience

Special Training/Skills/Interests
Military Service and/or Community Service

Former Employers

Date From To	Position	Company
Wage/Salary	Reason for Leaving	Address
Date From To	Position	Company
Wage/Salary	Reason for Leaving	Address

Date From To	Position	Company
Wage/Salary	Reason for Leaving	Address

References (3) May Be Teachers, Coaches, Former Employers, Etc. No Friends/Relatives Please.

Name	Relation	Years Known	Contact Information

Authorization

“I certify that the facts contained in this application, my resume, and cover letter are true and complete to the best of my knowledge and understand that, if employed, falsified statements on any application materials shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act and other relevant federal and state laws.”

Signature: _____

Date: _____

Return completed application, cover letter, and resume with 3 references via email to deebeckler@frontiernet.net or mail hardcopies to Dee Beckler, 535 Stone Bridge Road, Pottersville, NY 12860. If you have questions, please call (518)494-2283.

If employed at NSB&C, all employees must:

1. Read and acknowledge their understanding of and commitment to the Natural Stone Bridge & Caves Employee Handbook, especially regarding the Employee Improvement Policy and Zero-Tolerance Policy
2. Complete Employee Eligibility Verification
3. Provide a copy of Work Permit if 14 years old
4. Sign At-Will Employment Agreement
5. Sign Notice of Payrate and Payday
6. Update state and federal tax forms
7. Update direct deposit form

Office Use Only	Date Rec'd:	<input type="checkbox"/> Application	<input type="checkbox"/> Cover Letter	<input type="checkbox"/> Resume	Interview Date:
Interview Notes:					