



Application for Returning Employees

EQUAL OPPORTUNITY EMPLOYER

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

A cover letter and resume with 3 references are not required, but are beneficial if applying for a promoted position such as Shift Supervisor or Adventure Tour Guide. Request an interview for promotion.

Personal Information

Name		DOB	SSN
		/ /	- -
Email			
Present Address	City	State	Zip Code
Permanent Address	City	State	Zip Code
Cell Phone		Home 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"/> Groundskeeper <input type="checkbox"/> Housekeeper <input type="checkbox"/> Rock Shop Asst (NEW) <input type="checkbox"/> AdvTr Asst Guide <input type="checkbox"/> AdvTr Lead Guide <input type="checkbox"/> Caves Shift Supervisor <input type="checkbox"/> IC Shift Supervisor <input type="checkbox"/> Other Position as Advertised (check website):		
Start Date:	End Date:	Requested Time Off:
Will you be employed elsewhere during your employment with NSB&C? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Statement of Intent (Why do you want to return to NSB&C and what opportunities do you want?)		

Education Updates

School/University	Academic Achievements/Extra Curricular
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Experience Updates

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

Optional: Employment/Work Study Updates

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

Optional: References May Be Teachers, Coaches, Former Employers, Etc. No Friends/Relatives

Name	Relation	Contact Information
Name	Relation	Contact Information
Name	Relation	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 (optional 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 Code of Conduct 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:
Notes:					