

Instructions

Please fill out this form using a computer with **Acrobat Reader**. We recommend you download the latest version of Acrobat Reader. If you are connected to the Internet, [Click Here](#) to download it *(You do not need to download Acrobat Reader, if you already have version 8.0 or later.)*

Then you can do any of the following:

Email the Form

1. To do so, click on the **"Email Form"** button located at the end of this form
2. Send it to the following email address: **careers@palmettodunes.com**

Or Print and Fax the Form

1. Click on the **"Print"** button located at the end of the form
2. Fax it to **(843) 842-8509**





Application for Employment

Position Applied For: _____
(this question is required)

Date of Application: (mm/dd/yyyy) _____

Please note that this application will only remain active for six months, after which the applicant will need to reapply.

Personal Information

Name: _____ Social Security #: _____
Last First Middle

Present Address: _____
Street City State Zip

Permanent Address: _____
Street City State Zip

Home Phone: _____ Cell Phone: _____

Email Address: _____ Are you 18 years or older? Yes No

Emergency Contact Information

Emergency Contact Name:	Phone:
Contact Address:	Relationship:

Employment Information

Date You Can Start: _____ Salary Desired: _____

Are there any hours or days of the week you cannot work? Yes No

If so, when? _____

Type of Employment: Full-time Part-time Seasonal

Have you ever applied to this company before or been a former employee of any Greenwood affiliated property?

Yes No Where? _____

Under what name? _____ When? _____

Education

Name and Address of School	Years Completed	Did You Graduate?	Subject/Major
High School		<input type="radio"/> Yes <input type="radio"/> No	
College or University		<input type="radio"/> Yes <input type="radio"/> No	
Specialized Training or Trade School		<input type="radio"/> Yes <input type="radio"/> No	
Graduate School		<input type="radio"/> Yes <input type="radio"/> No	

Are you lawfully entitled to be employed in the United States? Yes No

Have you ever been convicted of a felony? Yes No

If so, please state citation, date and place where offense occurred. *This question pertains only to convictions that have not been sealed or expunged.* _____

A conviction MAY NOT exclude you from employment. The offense will be evaluated in relation to the job for which you are applying.

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

We work hard to maintain our exceptional standards, therefore, all offers of employment with Greenwood Communities & Resorts are contingent upon an adequate background check and drug screen. Greenwood Communities & Resorts also utilizes the E-Verify program to confirm work authorization with the Social Security Administration and the Department of Homeland Security.

How did you find out about this job? *(This question is required)*

Walk-In Company Website Newspaper Ad Career Builder Craigslis

Employee Referral *(write name of employee)* _____

Other *(please explain)* _____

Are you employed now? Yes No

May we contact your present employer? Yes No

Current and Former Employers: *List most recent job first.*

Employer Info	Position Title / Responsibilities	Dates Employed	
Company Name		From: (mm/dd/yyyy)	To: (mm/dd/yyyy)
Telephone		Starting Salary	Ending Salary
Address			
Reason for Leaving			

Employer Info	Position Title / Responsibilities	Dates Employed	
Company Name		From: (mm/dd/yyyy)	To: (mm/dd/yyyy)
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Telephone		Starting Salary	Ending Salary
Address			
Reason for Leaving			

References: Name three individuals not related to you, whom you have known for at least one year.

Name	Address and Telephone	Relationship	Years Known

Other Qualifications

Please provide any additional information such as special skills, training, management experience, equipment operation, or qualifications you feel will be helpful to us in considering your application:

Please read the following statement carefully before signing to indicate your understanding:

I understand that if I receive a conditional job offer, and prior to beginning employment, I may be requested to undergo a pre-employment medical examination. In the event that I have a disability that will affect my ability to take the test, I will so inform the Company prior to the administration of the test so that a reasonable accommodation can be made. The Company reserves the right to require medical documentation regarding the need for accommodation.

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application may result in termination.

I authorize investigation of all statements contained in this application for any employment-related purpose. I release the listed references and all employers to provide you with any and all applicable information they may have. I hereby release these references and former employers from all liability for any information they may give to you, including but not limited to any defamation claims I may now have or will have against them.

I understand and agree that, if hired, my employment is AT-WILL. THIS MEANS THAT, IF HIRED, EITHER THE COMPANY OR I CAN END THE EMPLOYMENT RELATIONSHIP AT ANY TIME AND FOR ANY OR NO REASON.

Date (mm/dd/yyyy) _____

Name or Signature _____

The Company is an equal opportunity employer and will not discriminate against any applicant on the basis of any characteristic that is protected by state or federal law.

EQUAL OPPORTUNITY EMPLOYER