

What you should know about working at



US Route 1, 774 Portland Road
P.O. Box 29
Saco, Maine USA 04072-0029
207-284-5139 x100
E-mail: jobs@funtownusa.com
www.funtownsplashtownusa.com

**Please read, sign and date on back cover
before completing the application**

WELCOME!

Funtown Splashtown USA is looking for people who believe in creating quality family entertainment. Each applicant is evaluated during an interview on the following factors:

Attitude

Courtesy

Enthusiasm

Friendliness

Availability

Neatness

Communication skills

Willingness to work as part of a team and follow park policies

Once you start working with us you, will be on stage. It helps to know what each person expects of you:

PERSON

EXPECTATION

GUEST

Guests expect our team members to be pleasant, friendly, positive, and helpful. You provide a service by being responsible for fulfilling our guests' needs. Give your full attention to each and every guest when you are here.

TEAM MEMBERS

Team members expect you to fulfill your job assignment and work together. This means you must do any job you are assigned without complaint, and asking for help when you need it.

SUPERVISORS

Your supervisor expects you to be reliable and to communicate to them if you have questions, comments, or concerns about your job. Don't be afraid to talk with your supervisor. You may be asked to perform tasks other than what you were hired for.

GUIDELINE**WHAT IT MEANS****HOW YOU DO IT**

BE RELIABLE

Guests and team members depend on you to be at your job location and to perform your duties as scheduled.

- Come into work on time.
 - Call if you are going to be late.
 - Have a reliable source of transportation.
 - Return from your break on time.
 - Be sure you will be able to work your scheduled shift.
-

ACT THE PART

Help create a pleasant and enjoyable atmosphere for park guests and your fellow team members

- No matter what kind of day you are having, focus on the positive. Be friendly and greet each guest.
 - Keep your attention on your work and park guests.
 - Speak in pleasant tones--avoid yelling.
-

LOOK THE PART

Follow all uniform and grooming standards.

- No extreme hairstyles. Males' hair must be worn off of the collar.
 - Males are to be clean-shaven unless a beard or mustache is already present.
 - Arrive in full uniform; stay in full uniform at all times.
 - Any tattoos that management finds offensive must be covered while in the park.
 - Limit 2 stud earrings per ear only. Pierced tongues with clear spacers and nose rings are allowed. All other visible body piercings, including eyebrow rings are not permitted.
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WORK SAFELY

Help create a safe work environment.

- Follow all safety rules
- Report safety hazards, unsafe acts, and any injuries.

Some other policies you should be aware of:

Bring only what you need to your workstation in a clear bag.

No dating between supervisors and workers in the same department.

Smoking in employee designated areas only; no smoking in the park.

Cell phones, mp3 players, portable video games/electronic devices, books, radios, etc., are not allowed at your workstation and will be confiscated until the end of your shift.

Anyone caught stealing will be terminated and prosecuted.

Anyone caught lying on his or her application will be terminated immediately.

All employees and their belongings are subject to be searched.

Any substance abuse will not be tolerated.

No weapons of any kind are allowed on park property.

All employees are subject to a two-week (14 working days) probationary period, which starts on the first scheduled working day. Management reserves the right to change your job assignment at any time, including after you have completed your probationary period.

All applicants are subject to a background check.

I, _____, have read the entire booklet, and agree to follow all rules, policies and procedures stated here and in any training and orientations. Failure to do so will result in immediate termination. I also understand and agree, that if hired, my employment is for no definite period and may, regardless of the date of payment on my wages and salary, be terminated at any time without any prior notice.

Signature of Applicant

Date



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OFFICE USE ONLY

Name _____
 Last _____ First _____ Middle _____
 Team _____ Position _____ T.M.# _____
 ID 1 _____ ID 2 _____ PASSPORT _____
 W-4 _____ MEW-4 _____ I-9 _____ J-1 _____
 HANDBOOK _____

APPLICATION FOR EMPLOYMENT

(Pre-Employment Questionnaire) (An Equal Opportunity Employer)

PERSONAL INFORMATION

DATE _____

NAME _____ Social Security No. _____

CURRENT ADDRESS _____
 Street City State Zip Country

W-2 SENT TO THIS ADDRESS _____
 Street City State Zip Country

PHONE NUMBER _____ Alternate Phone No. _____

DATE OF BIRTH _____ Age _____* Cell Phone _____

E-mail address (optional) _____

SPECIAL QUESTIONS

Are you prevented from lawfully becoming employed in the U.S.? _____ YES _____ NO

Have you ever been convicted of a felony or misdemeanor? _____ YES** _____ NO

If so, please describe _____

* The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age.

** You will not be denied employment solely because of a conviction record, unless the offense is related to the job for which you have applied.

EMPLOYMENT DESIRED

Any () Cashier () Ride Operator () EMT () Sanitation, Waste & Trash () Food ()
 Landscaper () Juices () Gift Shop/Souvenir () Water Slide Attendant () Lifeguard ()
 Reception/Office () Park/Game Supervisor () Jobs Available for 15-year olds ()
 Other: _____

Full time _____ Part time _____ Date you can start _____

Have you ever worked for the following companies before: () Funtown Splashtown USA,
 () Fun Foods, () BJ's Games _____ If so, when and what position? _____

List any special skills, certifications, foreign languages, etc. (Ex. Lifeguard certification, EMT license, etc.)

EDUCATION

NAME OF SCHOOL NO. OF YEARS ATTENDED DID YOU GRADUATE

HIGH SCHOOL _____

COLLEGE _____

FORMER EMPLOYERS: (List last two employers, starting with most recent/current)

DATE	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	SUPERVISOR	REASON FOR LEAVING
FROM					
TO					
FROM					
TO					

REFERENCES: Give the name of two persons not related to you, whom you have known at least one year (Ex: Teachers, Neighbors, Guidance Counselor).

NAME	ADDRESS	BUSINESS	PHONE	YEARS ACQUAINTED
1	_____			
2	_____			

If there are times you are **NOT** able to work due to religious, educational or child care reasons, please mark that to the right. *Any limitations will be discussed. A valid reason must be given during your interview.*

	M	T	W	TH	F	SA	SU
DAY							
NIGHT							

In case of emergency, notify: _____
(If under 18, **MUST** be parent of legal guardian) NAME PHONE NO. RELATION

Circle One
 Work Home
 Cell Pager

"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 shall be grounds for dismissal.

I authorize investigation of all statements contained herein and references 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 all parties from all liability for any damage that may result from furnishing same to you.

I understand and agree, that if hired, my employment is for no definite period and may, regardless of the date of payment on my wages and salary, be terminated at any time without any prior notice."

SIGNATURE _____ DATE _____



Please complete this form prior to your interview.

Listed below are some conditions that may affect you. Please read then and establish which one, if any, may have influence on you or your work performance.

Your answers will help us place you in a job best suited for you, but will **not** affect the possibility of getting a job.

- _____ Do you have a fear of heights?
- _____ Does flashing, bright lights or surround-sound affect you?
- _____ Does direct sunlight, heat, or other environmental factors affect you?
- _____ Standing for any length of time due to a medical condition?
- _____ Lifting up to 20 lbs. (children)
- _____ Lifting up to 30 lbs. (bumper boat motors)
- _____ Does being inside of a moving platform make you dizzy?
- _____ Prefers not handling money

If you think any of the above will cause you distress, please let your interviewer know.

For your safety, are there any medical/health issues you would like to make us aware of in case of an emergency or for better job placement (such as allergies, prescription drugs, seizures, etc.)?

If anything else may affect your performance, please let us know during your interview.

Name on Application – Please Print

Please sign above, stating that you completed this form.

Date

After work in my job for at least two weeks as a _____, I certify the above statements are still applicable.

Signature of evaluator

Date

Signature of employee

Date