

**ELIZA ISLAND BEACH CLUB(EIBC), INC.**

**Employment Application for**

**Eliza Island Caretaker**

The caretaker position requires two persons and each applicant is required to complete an application.

PERSONAL INFORMATION      Applicant

Co-applicant

Name:

\_\_\_\_\_

Last

First

Middle

Current Address:

\_\_\_\_\_

Street

City

State/Zip code

Contact Phone \_\_\_\_\_

Email \_\_\_\_\_

As part of the application process, please provide a cover letter (no longer than one page) that responds to the following questions.

1. Please indicate why you are interested in this position, and why this position is the next right step for you and your partner's careers.
2. Provide a brief summary of your education, experience and qualifications that make you a good candidate for this position.

Separate from the cover letter, please provide detailed responses to the following questions:

1. The potable water for Eliza Island is supplied from a reverse osmosis water system. Please describe your experience or knowledge operating a water treatment or distribution system. If you do not have any experience, would you be able to perform tasks (with proper training) that include operating generators, mixing chlorine solutions, operating valves and performing water testing.
2. The EIBC prefers at least one caretaker hold a WTPO (Water Treatment Plant Operator) license. Would you be willing to take the necessary classes and training to become a licensed operator? If no, please explain why.

3. Please describe your customer service experience with the general public.
4. The caretaker is responsible for the operation and maintenance of many different vehicles, equipment and tools, water system and buildings. Please describe your experience operating and maintaining gas and diesel engines and power tools and your carpentry, electrical and plumbing skills.
5. The Eliza Island air strip must be maintained to FAA standards and for the safety of the pilots using the air strip. Routine maintenance involves mowing the air strip, filling potholes and ruts and ensuring the airstrip is properly marked. Please describe any experience you have that your experience building and/or maintaining roads and mowing large areas.
6. The caretaker is responsible for maintaining detailed work and maintenance logs for the water system, island facilities and equipment and occasionally document payment of member services rendered. Describe any training or experience you have in the area of book/record keeping, budgets, operating expenses and cash collections and deposits.
7. Are you willing and able to work extra hours as needed to respond to emergencies or when special circumstances arise?  
 Yes  
 No
8. Are you willing to submit to a criminal convictions background check, local background check and fingerprinting prior to hire?  
 Yes  
 No
9. Are you willing to participate in any drug free, workplace program we presently have or place in effect?  
 Yes  
 No
10. Are you willing to submit to a physical examination if required?  
 Yes  
 No
11. Have you ever been found guilty of a crime? If yes, list crime(s), date(s), sentence(s) served.  
 Yes  
 No
12. Are you willing to submit to a Washington State Patrol background screening?  
 Yes  
 No

## WORK EXPERIENCE

List most recent employment first. Include any military service. List dates of employment, name and addresses of each employer, position held, and your reasons for leaving.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Are you currently working? \_\_\_\_\_ If "No", why not and how long have you been unemployed?

Can we contact all of your past employers? \_\_\_\_\_ and your present employer? \_\_\_\_\_

Have you ever been discharged or forced to resign for misconduct or unsatisfactory service from any position? \_\_\_\_\_

If "Yes", please explain (Answering "Yes" does not automatically exclude you from consideration for employment):

---

---

---

If hired, how soon would you be able to start work? \_\_\_\_\_

## REFERENCES

List three (3) employers (former supervisors) and one (1) personal (non-family) references that may be contacted.

Business References (name, occupation, name and type of business, phone #)

- 1.
- 2.
- 3.

Personal Reference (name, relationship, length of time known, phone #)

1.

Are you willing to submit to a Washington State Patrol background screening? \_\_\_\_\_

#### ACKNOWLEDGEMENT AND AUTHORIZATION

If you are hired, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.

I understand and agree that nothing contained in this application, or conveyed in any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "AT WILL" and without fixed term, and may be terminated at say time, with or without cause and without prior notice, at the option of either the EIBC or myself. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the EIBC unless made in writing.

I understand that EBIC expects me to perform the duties of the job without impairment due to use of drugs and/or alcohol. I also understand that if there are changes in my health status that affect my ability to perform the duties of my job, I must immediately inform the caretaker liaison and/or the EBIC board and discuss any potential temporary or permanent accommodations I may request. Although EBIC is not covered under the ADA, EBIC will consider whether accommodation requests are reasonable. If there are concerns on the part of EBIC about my performance, I agree to submit to a medical examination or drug test at any time deemed appropriate by the EIBC and to have the results disclosed to EIBC. I understand that any health records disclosed to EIBC will be held confidentially and separate from the personnel file.

I certify that to the best of my knowledge all of the information contained in this application is correct. I also authorize the investigation of all of statements contained in this application and I understand that any misrepresentation, falsification or omission of facts from this application, will be cause for immediate dismissal.

Signature \_\_\_\_\_ date \_\_\_\_\_.

Eliza Island Beach Club is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, disability or national origin. Consistent with the Americans with Disabilities Act, applicants may request accommodation needed to participate in the application process.

Send to: Brandi Coplen at [bcoplen@windermere.com](mailto:bcoplen@windermere.com)