



**APPLICATION FOR EMPLOYMENT**

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital and veteran status, or any other legally protected status.

**PLEASE PRINT AND COMPLETE ALL SECTIONS**

Specific position(s) applied for:

Date of Application:

How did you learn of the opening?

{ } Advertisement: \_\_\_\_\_ { } Current Employee: \_\_\_\_\_ { } Other: \_\_\_\_\_

LAST NAME

FIRST NAME

MIDDLE NAME

ADDRESS:

STREET

CITY

STATE

ZIP CODE

TELEPHONE NUMBER (S)

SOCIAL SECURITY NUMBER

Have you ever been employed by  
Vacation Sales Associates, LLC., Ocean Key, Atrium,  
Ocean Sands Owners Associations, VSA Association Management, LLC  
Or VSA Hotel Management, LLC?  
{ } Yes { } No

Can you fulfill the requirements of the position applied  
for, with or without reasonable accommodation?  
{ } Yes { } No

Are you currently employed?  
{ } Yes { } No

Are you legally eligible for employment in the United  
States? (Proof of eligibility will be required)  
{ } Yes { } No

If yes, may we contact your present employer?  
{ } Yes { } No

If you are under 18 years of age, can you provide  
proof of your eligibility to work?  
{ } Yes { } No

Work Availability:  
{ } Full Time { } Part Time  
{ } Temporary Date Available: \_\_\_\_\_

Have you ever been convicted of a felony?  
{ } Yes { } No  
If yes, provide date and type of conviction: \_\_\_\_\_

**EDUCATION:**

School Name: \_\_\_\_\_ Course of Study \_\_\_\_\_ Years Completed \_\_\_\_\_ Degree/Diploma \_\_\_\_\_  
High School

College/University

Other (Specify)

**EMPLOYMENT EXPERIENCE:** Begin with your present or most recent job. You may include any job-related military assignments. You may exclude any organizations, which may indicate race, color, religion, national origin, disabilities, or any other protected status.

Employer Name & Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
( ) - \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Work Performed \_\_\_\_\_ Job Title: \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Employer Name & Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
( ) - \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Work Performed \_\_\_\_\_ Job Title: \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Employer Name & Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
( ) - \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Work Performed \_\_\_\_\_ Job Title: \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

List any professional trade of business activities you participate in that are job-related. (You may exclude any activities that would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status)

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List any specialized skills (such as CRT, computer, construction equipment, software packages, machinery, cash registers, etc.) and job-related qualifications that you have acquired from employment or other experience:

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**REFERENCES:**

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Name: Telephone Number: ( ) -

Address: # of years known:

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Name: Telephone Number: ( ) -

Address: # of years known:

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Name: Telephone Number: ( ) -

Address: # of years known:

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**APPLICANTS STATEMENT:**

I certify that answers given herein are true and complete to the best of my knowledge, and that in the event of employment, I understand that false or misleading information given on my application or in interview(s) may result in discharge. I understand that upon employment, I will be required to abide by the rules and regulations of the employer. I authorize investigation of all statements provided in the application, to include at the employer's discretion, obtaining a credit history report and/or an investigation of any criminal record and/or driving record, as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period not to exceed forty-five (45) days. I understand that Vacation Sales Associates, L.L.C, Ocean Key, Atrium, Ocean Sands Owner Associations, VSA Association Management, LLC or VSA Hotel Management, LLC only accepts applications and resumes for open positions, and that any applicant wishing to be considered beyond this time frame should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that any employment relationship with Vacation Sales Associates, L.L.C., Ocean Key, Atrium or Ocean Sands Owner Associations, VSA Association Management, LLC and VSA Hotel Management, LLC is "AT WILL" in nature, which means that the employee may resign at any time and the employer may discharge at any time, with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive officer of this organization.

**APPLICANTS SIGNATURE:**

**DATE:**

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**Culture Statement**

As a member at VSA Resorts you are part of a group with a common focus and mission. Membership requires commitment to the team and the mission and in turn the organization is committed to you and your development. Through training and education as well as accountability systems, team members are able to achieve personal goals while creating a profitable business model. We expect employees to ask questions and search for better solutions, and, in turn we will recognize and reward superior performance while identifying and correcting performance that does not meet the high standards of VSA Resorts.

To be successful in fulfilling our mission, all employees and departments must be working together towards the same common goal. Although the departments and employees have varying roles, all members of the team must contribute for the team to be successful. Fulfilling our mission is a never ending task that takes constant devotion and effort. We expect team members to act with respect, courtesy and integrity at all times. We are committed to providing our owners and guests the best experience possible as they have entrusted us with fulfilling their vacation dreams.

The experiences at VSA Resorts must be positive, memorable and value adding to our owners and guests' vacations. They expect superior quality, service, and value. The owners literally own the resorts and we work for them. The resorts are the second home of our owners and guests and the atmosphere and service that we provide should make them feel "at home." Our team members:

Are committed to our tenets of providing VALUE, excellent customer SERVICE and an inviting ATMOSPHERE for our owners and guests

Are self-motivated

Are innovative thinkers

Set specific, measurable, achievable, realistic and timely goals and hold themselves and each other accountable to those goals

Are willing to go the extra mile and take ownership

Perform to the highest ethical standards

Maintain a Professional Demeanor

Are bound to the policies, procedures and standards of VSA Resorts