



QUESTIONS? Phone: (303) 650-7587 / E-mail: agarjobs@hylandhills.org / Visit: adventuregolfandraceway.com

Return your application only after reading this first!

• Application must be returned in person by the applicant.

Drop off your application at Adventure Golf & Raceway (96th & Sheridan) on Friday, February 10th (3pm-7pm), Saturday, February 11th (9am-1pm) or Saturday, February 18th (9am-1pm). You may be interviewed immediately. Applications that are not complete or missing original/certified documents will not be accepted. You must be at least 14 years old on March 1st to apply.

• Applicants under age 18 must provide proof of age! Proof of age is an **original** or **certified** copy of your birth certificate or any certified document (such as a driver's license or state ID) **Certified copies are issued by a state, municipal or county authority.** No hospital documents (for example hospital records with footprints) can be accepted.

• Applicants who have never worked for us (grades 8-12) must bring a copy of a recent report card. This includes home schooled students. No progress reports please. First time applicants will not be accepted without a report card.

Name: _____ Birthdate: ____ / ____ / ____

Permanent Address: _____

City: _____ State: _____ ZIP : _____ Phone: (____) _____

E-Mail Address: _____ Cell Phone: (____) _____

If you have worked for Hyland Hills or Adventure Golf & Raceway before, in what job & year? _____

What School(s) will you be attending now and this fall? _____

If you have you been convicted of any law violation (except a minor traffic violation), please provide details: _____

(No applicant will be denied employment solely on the grounds of conviction of a criminal offense)

If requested, would you submit to a security interview and/or drug testing? Yes No



Please write the team name you would like to join, using the descriptions on page 2. List your top 3 choices!

① _____ ② _____ ③ _____

② adventure golf job choices!

Cashier/Raceway Team

Guest Attendant \$6.25/hr

Guest Attendants assist guests, scan tickets and assist cashier staff with birthdays and limited food preparation. Assist in maintaining the overall cleanliness of Adventure Golf and Raceway's grounds; which include the pavillions, bathrooms, parking lots, raceway and minature golf courses.

- Must be at least 14-15 years old.

Cashier \$7.30/hr

Cashiers assist guests, answer phones, ring sales in admissions/concessions, prep and serve food. Host birthday parties, assist with groups and catered events.

- Must be 16 years old.

Raceway Attendant \$7.30/hr

Raceway Attendants monitor the track, handle all pit activities (securing seatbelts and assisting riders), scan tickets, tally rides, monitor queue lines and assist with group and catered events.

- Must be 16 years old.

Maintenance Team

Maintenance Assistant \$9.50/hr (Positions are limited)

Maintenance Assistants work side by side with our maintenance staff to perform tasks such as maintenance and repairs to our Go-Karts, Bumper Cars and Mini golf Courses. Assist maintenance and up keep of facility and assist with maintenance paperwork and filing.

- Must be 18 years old
- Must have previous AGAR Raceway Lead experience
- OR-
- Must have verifiable mechanical skills

Leadership Team

Lead \$9.00/hr

Leads operate and maintain the safety of admissions/concessions and the Raceway. Manage birthday and small group events. Assist Managers/Lead Supervisors with catered events. Leads oversee area staff.

- Must be at least 18 years old
- Must have previous AGAR experience

Lead Supervisor (Positions are limited)

Lead Supervisors assist management team in the overall supervision of Adventure Golf & Raceway. Including daily operations, managing catered events, and must be comfortable with cash handling. Lead Supervisors must have guest service skills and must be out going. The Lead supervisor is accountable for all staff on duty and must know and enforce all rules and safety regulations. This position acts as "Manager on Duty" when required.



③ important information about working for us

Team Appearance & Cell Phone Guidelines

- ⦿ The image of a positive, safe and clean environment is presented to our guests by the personal appearance of our team members. We ask that all team members keep their hair clean, neat and trimmed during the course of their employment. All team members are required to shower daily prior to reporting to work, wearing deodorant and clean uniforms. Shorts cannot be worn below the waistline (sagging).
- ⦿ Radical hair styles are not permitted. Male team members must keep their hair neatly trimmed above the collar. Only neatly trimmed facial hair is permitted.
- ⦿ Jewelry must be conservative. Team members may not exceed two small stud earrings per ear (spacers, hoops, gauges, large or dangling earrings are not permitted). Facial piercings are not permitted.
- ⦿ Cell phones are not permitted to be carried while on-duty by non-supervisory AGAR staff.
- ⦿ Any appearance deemed inappropriate by management is not permitted.

Team Availability Guidelines

You must be available to work at least 4 shifts per week from May 26th-September 5th (excluding pre-approved vacation time or management adjusted schedules). You must be available to work at least 2 shifts per week between March 16th and May 25th and September 6th to October 31st. You will not be scheduled to work during school hours; however, you must be available after school and weekends. We generally can approve vacation time up to two weeks in duration with advance notice. Requests for days off must be submitted in advance and are based on requirements per team. We will do our best to accommodate schedule requests, including those around fall school activities. Only time off requested for fall academic classes is guaranteed.

All-Team Orientations/Meetings

Prior to employment, selected applicants must attend one or more orientation meetings at which various jobs, responsibilities and benefits will be more specifically addressed. This is your chance to ask questions and make sure that you are a good fit to join our team. Once hired, all team members will be required to attend periodic meetings throughout the season to review and improve skills and job performance.

Team Uniforms

All team members will be required to wear a designated uniform. As with your appearance, uniforms need to be neat and clean at all times. Team members must provide their own footwear including black or white tennis shoes and navy blue shorts with at least a 4"-5" inseam or reach to mid-thigh. Uniform alterations or footwear deemed inappropriate by management are not permitted. All team members will receive their first uniform shirt at no cost. Additional shirts and cool weather gear will be available at a minimum cost to all team members. Uniforms must fit and be sized appropriately per management standards, including length of shorts and properly fitting shirt. Rolling of sleeves or waistband of shorts, sagging or altering of uniforms is not permitted.



Tell us about your availability this summer:

Please indicate the approximate number of days and dates you will not be available this summer. Remember that you must be available to work 4 shifts per week (excluding pre-approved vacation time or management adjusted schedules).

What school activities might you be participating in during the fall semester? _____



agreements, release & medical authorization ④

Person to contact in case of emergency: _____
 Relationship to employee: _____
 Home Phone Number: _____ Work Number: _____

Please read the following seven items carefully & sign at the bottom. A Parent/Guardian Signature is required for all applicants ages 17 and younger. Applications without signatures will not be accepted.

- ① I hereby authorize Hyland Hills Park & Recreation District to seek medical treatment for injuries or illness sustained by employee during the course of his/her employment at Hyland Hills Park & Recreation District. Hyland Hills Park & Recreation District will make a conscientious effort to notify parents or guardians should treatment become necessary for the dependent child.
- ② I certify that all statements given on this application are correct and realize that falsification or misrepresentation of any information may result in employee's immediate discharge.
- ③ I agree in the event of employment, Hyland Hills Park & Recreation District, or any person it may authorize, shall be entitled, without further consent, to copyright, sell or use in any manner, a photograph or videotape of me or recording of my voice.
- ④ I understand that if hired by the Hyland Hills Park & Recreation District, my employment is seasonal, and will not extend past Adventure Golf & Raceway's last day of operation this year. I further understand that I am an "at will" employee. I am not guaranteed employment during the entire operating season and hours for which I am scheduled to work may be reduced or eliminated, without prior notice or compensation, based on the sole discretion of Adventure Golf & Raceway Management.
- ⑤ I understand that Hyland Hills Park and Recreation District requires all of its employees to act in the best interests of the District and its constituents. It is my responsibility to, and I will, observe all rules, policies, operating procedures and directives of the District and behave with courtesy and respect toward other employees, guests and members of the public.
- ⑥ I do hereby release and hold harmless Hyland Hills Park & Recreation District from any and all claims whatsoever, including but not limited to, personal injury arising out of or relating to any non-work hour and/or non-work related recreational activity provided to employee by or on behalf of Hyland Hills Park & Recreation District.



_____	_____	_____
Employee Signature	Current Age	Date

Print Employee Name (first, middle initial & last)		

Signature of Parent/Guardian (required for applicants ages 17 & younger)		Date

Print Name of Parent/Guardian		

5 W-4 form (how much tax to withhold from your check)

Step ①: Print your name & address in box #1.

Step ②: Print your social security number in box #2

Step ③: Choose your marital status in box #3

Step ④: Choose # of withholding allowances & write in box #5. How much tax do you want removed from each paycheck?

- 0=Zero allowances** The most amount of money allowed is deducted per paycheck, but usually results in a larger tax refund or smaller tax payment (if applicable).
- 1=One allowance** A lesser amount of tax is deducted per paycheck, but may result in a smaller tax refund or larger tax payment at the end of the year.
- Exempt=Tax exempt** No Federal or State taxes are removed from paycheck. If you choose to claim exempt, write "Exempt" in box #7 and leave box 5 blank. You cannot claim exemption from withholding if (1) your income exceeds \$950 including unearned income (e.g., interest and dividends) and (2) another person can claim you as a dependent on their tax form.

Step ⑤: Sign your name next to "Employee's Signature" & date

This information is presented as a guide only. If you are unsure of how to file, you should consult a tax professional or obtain a W-4 worksheet from us for additional information.

Form W-4 Department of the Treasury Internal Revenue Service		Employee's Withholding Allowance Certificate Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.		OMB No. 1545-0074 2012
1 Your first name and middle initial		Last name		2 Your social security number
Home address (number and street or rural route)			3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note. If married, but legally separated, or spouse is a nonresident alien, check the 'Single' box.	
City or town, state, and ZIP code			4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. <input type="checkbox"/>	
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)				5
6 Additional amount, if any, you want withheld from each paycheck				6 \$
7 I claim exemption from withholding for 2012, and I certify that I meet both of the following conditions for exemption. • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here				7
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.				
Employee's signature (This form is not valid unless you sign it.)			Date	
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)		9 Office code (optional)	10 Employer identification number (E	



Parent/Guardian Phone Number: () _____ Cell Phone: () _____

Please print applicant's date of birth: ____ / ____ / 19__

Do not write in this area-it's for staff use only

Position: _____ Wage/Hour \$ _____ Emp #: _____

SUP: _____ ACCT: _____