



BIG SKY RESORT APPLICATION FOR EMPLOYMENT

Positions applying for (in order of preference)

Apply On-Line at www.bigskyresort.com/jobs

1. _____ 2. _____ 3. _____

If none of your choices are available, will you consider any position? Yes No

PLEASE TYPE OR PRINT CLEARLY

TODAYS DATE: / /

NAME: (Last)	(First)	(Middle)	PHONE NUMBER	
MAILING ADDRESS: (Street)	(City)	(State)	(Zip)	EMAIL ADDRESS
RESIDENCE ADDRESS: (Street) (if different)	(City)	(State)	(Zip)	DRIVER'S LICENSE # / STATE

Last school attended, Years Completed _____ Did you Graduate? _____

Areas of concentration and degrees achieved _____

Can you provide proof of right to work in the United States?..... Yes No

If you wish to be considered for a position which requires driving a motor vehicle, do you have a valid driver's license? Yes No

If you wish to be considered for a job serving alcoholic beverages, are you 18 or over? Yes No

Were you ever employed with us under another name? If yes, please indicate _____ Yes No

Name any personal acquaintances employed at Big Sky Resort _____

How did you hear about Big Sky Resort? (Circle all the apply)

Friend Past Visit Walk-In Company Website Other Internet School Posting Job Fair Staffing Agency Other _____

Have you worked for Big Sky Resort previously? If yes, please fill in below. Yes No

_____	_____	_____
DATE	LAST POSITION HELD	WHERE WORKED

Do you object to rotating shifts (varied schedule)? Yes No

Do you object to working nights, weekends, or holidays? Yes No

_____	_____
FIRST DATE YOU CAN START WORK	LAST DATE YOU CAN WORK FOR THE SEASON

Please state only those starting and ending dates that you can guarantee. Rehire status and work references are strongly influenced by fulfilling this commitment.

NOTICE: All qualified applicants will be considered for employment without regard to race, color, sex, national origin, age, marital status, creed, handicap or veteran status.

MAIL TO: Human Resources Department
 Big Sky Resort
 P.O. Box 160001
 Big Sky, Montana 59716
 (406) 995-5820
 (406) 995-5086

Phone
Fax

FOR COMPANY USE ONLY · EMERGENCY NOTIFICATION:

NAME _____ DAY PHONE# _____ EVENING PHONE # _____ RELATIONSHIP: _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____

FOR COMPANY USE ONLY

Date to start _____
Position _____
Outlet _____
Rate of pay _____

Join Us At Big Sky Resort

POSITIONS AVAILABLE

ALL EMPLOYEES MUST BE WILLING TO PERFORM ASSIGNED DUTIES AND ACCEPT A CHANGE IN AND/OR ADDITIONAL DUTIES AS REQUIRED BY OPERATING CONDITIONS. BIG SKY ENFORCES A CONSERVATIVE DRESS, GROOMING AND APPEARANCE POLICY.

SKI SCHOOL (Winter Only)

ADULT INSTRUCTOR – Teach guests to ski or snowboard. Certified status and full time teaching experience is mandatory. Strong interpersonal skills necessary.

CHILD INSTRUCTOR – Teach child age guests to ski or snowboard. Certified status preferred but not mandatory. Experience in ski instruction, daycare, camp counselor or child care experience is required.

SKI SCHOOL DESK – Registers guests for ski school. Skiing experience and knowledge, cash handling and direct guest service experience is mandatory. Accounting experience is preferred.

MOUNTAIN AND OUTSIDE OPERATIONS

GUEST SERVICES (Winter Only) – Responsible for meeting, greeting and assisting guests before, during and after ski day. Directs traffic, checks lift tickets, maintains grounds and facilities.

SNOWCAT DRIVER/EQUIPMENT OPERATOR (Winter Only) – Responsible for operation of heavy equipment which includes but is not limited to, snow grooming machines, snowplows, large trucks, and track hoe. Previous heavy equipment operation experience is mandatory.

SKI PATROL (Winter Only) – Responsible for providing safety and emergency skills to skiers. Expert skiing and mountaineering skills are mandatory. Medical skills are also required and must include a Montana EMT card for all pro patrollers and a Montana FRA for all volunteers.

LIFT OPERATORS (Winter & Summer) – Responsible for operating lifts and assisting guests on and off the lifts as necessary. This position requires a tolerance to cold weather as well as the ability to ski or snowboard at the intermediate level. Strong interpersonal skills required.

GOLF COURSE AND GROUNDS MAINTENANCE (Summer Only) – Responsible for operation of lawn maintenance equipment and irrigation systems, caring for lawns, trees and other vegetation. Golf Course maintenance and/or Landscaping experience preferred.

ACCOUNTING DEPARTMENT

Applications for these positions must have good math skills, be detail oriented, have 10-key skills and PC experience.

DAY CASHIER – Work shift: 8:00 am - 4:30 pm – Balance and complete deposits, prepare sales reports and some data entry.

EVENING CASHIER (Winter Only) – Work shift: 4:30 pm - 1:00 am – Balance sales from numerous outlets and extensive data entry.

TICKET SALES (Winter Only) – Work Shift: 8:00 am - 4:30 pm – Operates cash computer system to sell lift access tickets to guests.

RETAIL

RETAIL SALES ASSOCIATES – Assist customers in sporting goods shops and stores, operation of cash register, inventory control, stocking of shelves and housekeeping of the shop or store, customer service skills required.

SKI RENTAL (Winter Only) – Responsibilities include selecting skis, boots and poles and completing the necessary paperwork for guests who rent equipment, adjusting bindings, conditioning and maintenance of equipment. Cashier experience preferred.

GOLF PRO SHOP (Summer Only) – Assist customers with scheduling tee times, handle phone reservations. Also responsible for opening and closing the golf course in accordance with standard operating procedures and assisting customers in the retail shop. Must be experienced in the game of golf and have some cashier experience.

STARTER (Summer Only) – Assists customers with golf clubs, bag and golf carts. Cleans and maintains golf clubs and carts.

SKI TECHNICIAN (Winter Only) – Responsibilities include ski and snowboard repair, ski binding adjustment and installation. Experience required.

FOOD AND BEVERAGE DEPARTMENT

HOSTS/HOSTESSES – Responsible for greeting guests and ensuring prompt, even seating in the facility as well as daily cash balancing and cash summaries. Applicants must have the ability to stand for long periods of time. Strong interpersonal skills required.

BARTENDERS – Prepare and serve alcoholic beverages to guests. Some heavy lifting required. Prior experience required.

CASHIER (Winter Only) – Operates cash register, balances cash receipts and prepares reports.

COOKS – Responsible for food preparation and maintaining sanitation standards. Heavy lifting is required.

KITCHEN PREP – May be responsible for any one of the following: food preparation,

dining room operation, cafeteria operation, dish/pot machine operation and/or maintaining sanitation standards. Heavy lifting required.

BUSSER – Responsible for providing excellent guest service by promptly greeting guests, pouring water, clearing and setting tables, stocking sidestands and completing sidework. Heavy lifting required.

DISHWASHER – Responsible for washing pots, pans and dishes using industrial grade equipment. Heavy lifting required.

WAITSTAFF – Responsible for providing prompt, professional food and beverage service in dining room. Heavy lifting required. Strong interpersonal skills required.

HOTEL OPERATIONS

BELL PORTER – Responsible for greeting guests, transporting guest luggage to rooms and operation of the courtesy van. Ability to perform heavy lifting required. Strong interpersonal skills required.

FRONT DESK – Registers hotel guests. Requires use of computer equipment. Responsibilities include providing information to guests, room sales, activity sales, cashiering, preparing reports, and related front office functions. Strong interpersonal skills necessary. High public contact and long periods of standing. Foreign languages are beneficial. CPR and First Aid Certification is preferred.

CONCIERGE DESK – Offers information and sells activities to guests. Recommends tours, restaurants, gift shops and various other activities. Customer service skills required.

SPA RECEPTIONIST – Schedule and coordinate spa treatments with customers and therapists. Good customer service skills required.

RESERVATIONS – Assists customers with booking lodging and activity reservations. Extensive phone contact with public. Data entry and strong communications skills are required.

SKI REPORTER (Winter Only) – Work shift begins at 5:00 am. Responsible for preparing the daily ski condition report and delivering this information to the media. Strong communication skills are required and ability to deliver quality radio message is necessary. This position will also assist with various marketing projects.

SAFETY/SECURITY – Responsible for property protection, fire safety, guest and employee safety. Foot patrol. Strong interpersonal skills are required. First aid and/or CPR certification preferred.

HEALTH CLUB ATTENDANTS – Assist guests with exercise equipment, housekeeping and maintenance of the health club area. Strong interpersonal skills are required. CPR and/or First Aid Certification is preferred, but not necessary.

HOUSEKEEPERS – Responsible for cleanliness of guest rooms and restocking supplies in guest rooms, as well as other assigned duties. Heavy lifting is required.

PUBLIC AREA ATTENDANTS – Rotating work shifts. Responsible for cleanliness of all public areas, which include hallways, restrooms and outside walk areas. Some heavy lifting required.

LAUNDRY – Works in a high-production environment, using industrial equipment, washes/finishes guest linens, assists in other duties as assigned.

RUNNER – Responsible for making deliveries to guest rooms, keeping supplies neat and orderly. Assists in other duties as assigned.

INSPECTOR – Inspects rooms for cleanliness and assists housekeepers as necessary. Enters data into the computer signifying rooms that have been cleaned and are ready for residency. Applicants must be detail oriented.

DISPATCH – Responsibilities include answering calls from guests and other departments, logging calls, relaying information to the appropriate people and departments and assigning duties to the runner. Responsibilities also include keeping office area clean. Applicants must be organized and have good communication skills.

CONFERENCE SERVICES – Responsible for setting up meetings or functions for large groups. Operates A.V. equipment and other duties as assigned. Requires some heavy lifting. Workshift is irregular. Applicants must have strong interpersonal skills and be detail oriented.



This list does not include every job opportunity available at Big Sky Resort. Many of the positions listed are entry level positions, however, Big Sky makes every effort to promote from within for higher level positions. Please stop in or call our Human Resources Department if you have any questions regarding any job opportunities at Big Sky.

MOST RECENT EMPLOYMENT HISTORY

EMPLOYER			RESPONSIBILITIES
ADDRESS		PHONE ()	
DATE STARTED	INITIAL POSITION	INITIAL SALARY	
DATE LEFT	FINAL POSITION	FINAL SALARY	
NAME AND TITLE OF SUPERVISOR			
REASON FOR LEAVING			HOW MUCH NOTICE DID YOU PROVIDE?

May we communicate with your present employer now? _____

EMPLOYER			RESPONSIBILITIES
ADDRESS		PHONE ()	
DATE STARTED	INITIAL POSITION	INITIAL SALARY	
DATE LEFT	FINAL POSITION	FINAL SALARY	
NAME AND TITLE OF SUPERVISOR			
REASON FOR LEAVING			HOW MUCH NOTICE DID YOU PROVIDE?

MOST RELEVANT JOB HELD FOR THE POSITION APPLIED FOR, OR, THIRD JOB CHRONOLOGICALLY

EMPLOYER			RESPONSIBILITIES
ADDRESS		PHONE ()	
DATE STARTED	INITIAL POSITION	INITIAL SALARY	
DATE LEFT	FINAL POSITION	FINAL SALARY	
NAME AND TITLE OF SUPERVISOR			
REASON FOR LEAVING			HOW MUCH NOTICE DID YOU PROVIDE?

Please give further information which might be helpful in the consideration of your application. For example, hobbies, special interests, awards and leadership experiences in organizations and/or community activities:

In the space below, please write a few sentences about yourself explaining why you want to work for Big Sky Resort.

Have you ever been convicted, pled guilty or had an unsatisfied deferred sentence of a felony crime? Yes No
If yes, explain:

Where	When	Charge	Sentence

Disclosure of a criminal record will not necessarily disqualify you for employment. Each conviction will be evaluated in its own merits with respect to time, circumstances and seriousness in relation to the job for which you are applying.

AGREEMENT

I hereby certify that all answers are true and complete to the best of my knowledge. I authorize that all statements made herein may be investigated and verified in the course of considering this application. If employed, I understand that any misstatement or omission of fact on this application may result in my dismissal. I further understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. I have read the above statements and understand them fully.

Signed _____ Date _____



BIG SKY RESORT

APPLICATION FOR EMPLOYMENT

BIG SKY RESORT PRODUCTS AND SERVICES

Big Sky, a Boyne USA Resort, is Montana's most complete destination resort that combines extensive lodging and conference facilities with outdoor recreation. The core facilities are the Huntley Lodge/Shoshone Condominium Hotel and Yellowstone Conference Center complex, along with the Summit Condominium Hotel, a 222-room luxury complex. Big Sky Central Reservations also handles a wide variety of mountain condominium rentals, time-shared units and real estate. Alpine skiing on Big Sky's two privately owned mountains boasts 78 runs over 3,500 acres, 4,180 vertical feet and a high-tech lift network including Lone Peak Tram, one gondola, three quadruple chairlifts, three triple chairlifts, four double chairlifts and four surface tows. Summer activities include golf, scenic lift rides, hiking and mountain biking. Boyne also owns and operates a number of retail shops and restaurants here. Big Sky is only an hour's drive from Yellowstone National Park – a popular summer and winter destination for guests.

HISTORY

Originally developed in the early 1970s by NBC newscaster Chet Huntley and corporate partners, Big Sky first opened the ski lifts in 1973. In 1976, Boyne USA Resorts, a Michigan-based family corporation, purchased Big Sky and has continually invested in improving the skiing and facilities, adding 13 new lifts in the past decade. Other recent major additions include: the \$20 million Yellowstone Conference Center/Shoshone Condominium Hotel in 1991, with over 43,000 square feet of meeting space; the Lone Peak Tram in 1995, hoisting skiers to 11,166 feet; a state-of-the-art terrain park in 1998, with a half-pipe, kickers and its own surface tow; and the \$45 million Summit Condominium Hotel, a 222-room luxury complex.

MAJOR ACHIEVEMENTS/RECOGNITIONS

Big Sky is annually recognized as one of the nation's top ski areas in the national ski magazines. The resort has been consistently rated in the top 15 for its steep terrain, snow quality and lack of lift lines. In 1998, *Mountain Sports & Living* rated Big Sky among the top 10 ski resorts in the western United States. The resort also has received media attention from national publications such as *Outside*, *Southern Living*, *Gourmet*, *Harper's Bazaar*, *Family Circle*, *Better Homes & Gardens*, *Esquire* and *Tennis*, as well as several international publications.

APPLICATION PROCEDURE

To apply, fill out application form COMPLETELY and mail or fax to:

Big Sky Resort
P.O. Box 160001
Big Sky, Montana 59716
Attn: Human Resources Department

Fax Number: (406) 995-5086

FOR QUESTIONS CALL (406) 995-5820
OR EMAIL bigskyhr@bigskyresort.com

A resume may be included with your application but is not required. References will be checked. Applicants for seasonal positions who can work the full season will be given priority over those individuals available for a shorter period of time.

Hiring decisions for Summer Seasons start approximately March 1st and decisions for Winter Seasons start approximately September 1st. Most interviews are conducted over the phone. If you are selected for employment, an "Employment Agreement" will be sent to you for your signature. Our receipt of your signed agreement indicates your acceptance of a job assignment, pay rate, employment dates and other stated conditions.

As you complete your application, keep in mind the paperwork we receive is our initial impression of you as a potential employee. You can ensure your application receives prompt attention by offering complete and accurate information.

GENERAL INFORMATION

Employee Meals - Meals are provided at a discounted rate throughout the season.

Appearance & Conduct - The impression that you make on our guests is very important. Remember, you may be the first contact that a guest has with our Resort, therefore, we want to make sure that it is a good and lasting impression. We do require that all employees maintain a clean, well-groomed appearance and conduct themselves in a reasonable and considerate manner, both while on and off duty.

Alcohol, Tobacco and Drugs - Big Sky does not condone under age or irresponsible drinking of alcohol. If you are under the age of 21 when hired, your meal card will identify you as under age. Likewise, Montana law prohibits the sale of tobacco products to individuals under the age of 18. If you violate the law by illegally possessing controlled or prescription drugs, drug paraphernalia and or alcohol during your period of employment or if you are under the influence of a nonprescription drug or alcohol while on duty or on Big Sky Resort property, you will be subject to appropriate disciplinary action up to and/or including termination of employment.

Health - Many of our jobs require heavy lifting and/or long periods of standing. Our Resort is located at an elevation of 7500 feet. Please keep these factors in mind when considering a position with us.

Identification - Federal law requires all employees to provide positive documentation and proof of residency. Upon arrival an employee must provide a social security card or certified copy of birth certificate and a driver's license with photo, state ID with photo, school ID with photo or a current U.S. passport. **NO PERSON WILL BE EMPLOYED WITHOUT THE PROPER DOCUMENTATION.**

Housing - All employees who require housing must be 18 or older. We offer dormitory-style housing (2 people per room). A deposit of \$150.00 is required to reserve a room. You will not be allowed to occupy our housing without a deposit. You will also be required to sign a housing agreement. Upon satisfactory completion of the agreement, your deposit will be refunded. Rent is deducted from each employee's paycheck twice monthly. Employees are responsible for personal conduct and cleanliness in assigned rooms. Big Sky Resort is not liable for loss of personal effects and we recommend that you not bring items of extreme value. No pets are allowed on Big Sky premises. Employees must provide their own bedding and towels. You may wish to rent or bring a small refrigerator, microwave oven or toaster oven. No hot plates or open cooking is allowed in the room. A small T.V., stereo, video game player, VCR and books are also items you may want to bring.