SANTA'S WORKSHOP
2017
JOB INFORMATION SHEET

We appreciate your interest in working at Santa's Workshop. Please read all of this job information data & the wardrobe policy <u>before</u> you fill out the application.

Please <u>print</u> your application using blue or black ink. Be sure to complete both sides of application.

<u>HOURS OF OPERATION</u>

May 20-May 22	**10:00 – 5:00 (Open Daily)**
May 23	**Closed**
May 24 – August 21	**10:00 – 5:00 (Open Daily)**
August 22 - November 15	**10:00 – 5:00 (Closed Tues & Wed)**
Nov 16 – Nov 22	**10:00 – 5:00**
Nov 23	**Closed**
Nov 24 – Dec 13	**10:00 – 5:00 (Closed Tues & Wed)**
Dec 14 – Dec 18	**10:00 – 5:00 (Open Daily)**
Dec 19	**Closed**
Dec 20-23	**10:00 – 5:00**
Dec 24	**10:00 - 4:00**
Dec 25	**Closed for the season**

For our season (May through Christmas Eve) Santa's Workshop hires personnel to fill the following positions:

*****FOOD SERVICE** *****CASHIERS**

*****SALES PERSONS** *****OUTDOOR PARK PERSONNEL**

These positions help give experience in meeting the public, salesmanship and display/stock control of merchandise. Any experience in these areas should be noted on your application.

In that Saturdays and Sundays are our busiest days, most employees are required to work those days.

THIS GENERAL INFORMATION SHEET IS INTENDED AS A GUIDELINE ONLY. We reserve the right to have you perform other tasks as designated. All employees hired are considered to be Santa's helpers and appropriately dressed in costumes or uniforms which depict the various jobs which are an integral part of our village theme. There is a requirement to pose for photos taken by the visitors and for publicity purposes; therefore, a pleasing personality is a must.

Santa's Workshop does have a **high standard of appearance for all employees.** Our wardrobe policy sets forth in detail our wardrobe/appearance regulations. Please read this wardrobe policy before completing the application. Costumes are furnished by Santa's Workshop with the exception of shoes, shorts or pants.

Form I-9

In order to comply with the Immigration Reform and Control Act of 1986, the employee will need to provide the following documents:

A document which established identity such as:

- A state-issued driver's license or a state issued ID card with a photograph, or information, including name, address, gender, date of birth, height, and color of eyes.
- U.S. Military Card
- A current school ID card with a photograph

And a document which establishes employment eligibility such as:

- Original social security account number card (Unless it contains one of the following restrictions: Not Valid For Employment, Valid For Work Only With INS Authorization, or Valid For Work Only With DHS Authorization.
- A birth certificate issued by state, county, or municipal authority bearing a seal or other certification. (A hospital issued memento birth certificate is not acceptable)

OR:
A document that established both identity & employment such as:

- U.S. Passport (unexpired)
- Permanent Resident Card
- An unexpired foreign passport with a temporary I-551 stamp

Minors under the age of 18:

- If a document from each category cannot be produced he or she is exempt from producing one if a parent or guardian completes Section 1 and signs the "Preparer/Translator Certification". **The minor must still produce a document from the employment eligibility category.)**

The Form I-9 must be completed within three business days after your employment begins. Failure to present required documents within 3 days will lead to termination of employment. The complete list of accepted documentation is stated on Form I-9.

The above lists are some of the documents accepted. See back of I-9 for complete listing of acceptable documents.

SALARIES:

This is general information and you will be given specifics as to which category and hourly rate will be yours when you are hired.

CATEGORY	HOURS PER DAY	AGE	NEW HIRE AT THIS POSITION	2016 2ND YEAR RETURNEE AT THIS POSITION
FOOD SERVICE	**5½ -7½**	**16+**	**9.30**	**9.40**
CASHIER	**5½ -7½**	**16+**	**9.30**	**9.40**
OUTDOOR PARK PERSONNEL	**5½ -7½**	**16+**	**9.30**	**9.40**
SHOP SALES	**5½ -7½**	**16+**	**9.30**	**9.40**

Note:

- Management will set your days and working hours. Your days and hours may change throughout the season.
- All positions are 5 ½ - 7 ½ hours per day from May 20 – December 24, 2017.
- Park Hours are 10:00 a.m. – 5:00 p.m. (not paid for lunch) You may be scheduled to work different hours than those listed.
- All positions on December 24 hours are 10:00 a.m. – 4:00 p.m. (paid for 6 ½ hours)

BONUS:
In addition to this salary, there is a possibility of a **summer bonus.** The bonus is based upon attendance and working through a specified termination date. Bonuses will be paid on September 8 and only those employees that work through **our** specified termination date will be eligible for these bonuses. No employee starting after August 6, 2017 will be eligible for a bonus.

A **If I will be attending high school, the earliest possible termination date is the day before classes begin for the 17/18 school year, plus any weekends in August after my school starts, plus Labor Day weekend (September 2, 3, & 4).**

B **If I plan to attend a local college such as PPCC (8/28/17), CC (8/29/17) & UCCS (8/21/17) the earliest possible termination date is the day before classes begin plus any weekends in August after my school starts, plus Labor Day Weekend (September 2, 3, & 4).**

C **If I will be attending a college which is not local, such as UNC, CSU, CSU-Pueblo, Western State, Adams State, Colorado Mesa University or UC/Denver, or Colorado School of Mines the earliest possible termination date is August 13, 2017. First day of class is August 21, 2017.**

D **If I will be attending a college which is not local, such as Colorado Mountain College & UC/Boulder, the earliest possible termination date is August 20, 2017. First day of class is August 28, 2017.**

E **If I will be attending college and the college starts after Labor Day, such as DU, my cutoff date will be Labor Day, September, 4, 2017.**

F **If I will be attending college out of state, then the earliest termination date will be one week before classes begin. Documentation from college is required.**

G **If I am not going to school in the fall, the cutoff date will be Labor Day, September 4, 2017.** ***This will be the option for all people who are working thru the Fall season.***

Santa's Workshop does not provide living accommodations or transportation to and from work; however, transportation is not usually a problem as car pools are formed regularly from surrounding areas. Santa's Workshop does not arrange car pools. Arrangements for alternate transportation are needed should your driver have a different day off, illness, car problems, etc. A bicycle is not suitable transportation because of our location in the mountains. Transportation and living accommodations are the sole responsibility of the employee. Any correspondence regarding further information or inquiry should be directed to the Personnel Office, Santa's Workshop, 5050 Pikes Peak Highway, Cascade, Colorado 80809, (719) 684-9432.