

**DISCLOSURE OF CONVICTIONS**

The Company performs checks, including criminal background checks through the Washington State Patrol on all prospective employees. You are required to disclose any and all convictions on your employment application and fill out an Applicant Disclosure Statement. Disclosing this information will not necessarily bar you from employment. Any false or inaccurate information or omission on the application or disclosure statement will result in the rejection of your application or result in termination, if the false or inaccurate information or omission of any conviction on the application or disclosure statement is discovered after the date of hire.

I understand the above statement and agree to comply with the requirement.

First Name \_\_\_\_\_

Middle Name \_\_\_\_\_

Last Name \_\_\_\_\_

Maiden Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Driver License Number \_\_\_\_\_ State \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature Date

## DEMOGRAPHIC INFORMATION ON APPLICANTS

### Your Privacy is Protected

**This information is used to determine if our recruitment efforts are reaching all segments of the population**, consistent with equal employment opportunity laws. Your voluntary responses are treated in a highly confidential manner. **Your responses are not released to the hiring manager, to anyone else who can affect your application, or to the public.** No information taken from this form is ever placed in your personnel file. This is vital information no available from any other source. We can only get it directly from you. Thank you for helping us to provide better service.

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\_\_\_\_\_  
Last Name, First Name, M.I.

Position you are applying for

#### 1. How did you learn about this position? (check one):

- |  |   |
|--|---|
| <input type="checkbox"/> Port Ludlow Resort website  | <input type="checkbox"/> Newspaper                    |
| <input type="checkbox"/> Student Association         | <input type="checkbox"/> Employment Office            |
| <input type="checkbox"/> Job Information Center      | <input type="checkbox"/> Job Fair                     |
| <input type="checkbox"/> School or college counselor | <input type="checkbox"/> Friend/relative working here |
| <input type="checkbox"/> Other                       |   |

#### 2. Sex (Check one):

- Male  
 Female

#### 3. Ethnicity (Check one):

- Hispanic or Latino – a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.  
 Not Hispanic or Latino

**4. Race (Check all that apply):**

American Indian or Alaska Native – a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian – a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Island, Thailand, or Vietnam.

Black or African American – a person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander – a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White – a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**5. Veteran Status (check all that apply):**

WW II era       Korean era

Vietnam era       Persian Gulf era

**Privacy Act and Paperwork Reduction Act Statement**

**Privacy Act Information:** This information is provided pursuant to Public Law 93-579 (“Privacy Act of 1974”), for individuals completing forms that solicit personal information. The authority is Title 5 of the U.S. Code, sections 1302, 3301, 3304, and 7201. **Purpose and Routine Uses:** No individual data is ever provided to hiring managers. This form will only be seen by HR personnel and Equal Employment Opportunity officials. Data summarizing all applicants for a position will be used to determine if we are effectively recruiting from all segments of the population, in conformance with the requirements of equal employment opportunity laws. Only summary data is reported, and only in a format which cannot be broken out by individual applicants. **Effects of Nondisclosure:** Providing this information is voluntary. No individual personnel selections are made based on this information.

**Paperwork Reduction Act Statement:** The Paperwork Reduction Act of 1995 (44 U.S.C. 3501 et. Seq.) requires us to inform you that this information is being collected for planning and assessing affirmative employment program initiatives.

Response to this request is voluntary. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB Control Number. The estimated burden of completing this form is three (3) minutes, including the time for reviewing instructions.