



Manteo Resort Recruiting Questionnaire

“Together creating the finest resort experience in the Okanagan.”

In order for us to get a better idea of what jobs you are interested in, rank the positions according to your preference. (For example; your first choice will be marked as 1, and your last choice as 3)

Food & Beverage

First Cook _____
Prep/Line Cook _____
Steward _____

Server _____
Room Service _____
Host/Hostess _____
Bartender _____
Support Staff _____

Banquet Staff _____

Front Desk

Front Desk Agent _____
Reservations Agent _____
Vacation Station _____
(Summer season only)
Concierge _____
Bell person _____
Night Audit _____

Housekeeping
Room Attendant _____
Resort Runner _____
Laundry _____
Night Cleaner _____

Maintenance

Maintenance Staff _____
Grounds Keeper _____

Activities
(Summer season only)
Lifeguard _____
Kids Club Leader _____

At Manteo Resort we feel that “*making work play*” is crucial to creating exceptional memories. Give us the best example of when you worked as a team to complete a particular project or task. What role did you play? What was the outcome?

We believe at Manteo Resort our employees are our # 1 asset! We value the employee experience by creating a fun work environment, demonstrating empathy and respect for others. Give us an example of when you instigated or organized something fun at work.

At Manteo Resort we believe that it is crucial for us to develop loyal customers by “being there”. This is accomplished by demonstrating a passion for exceeding customer expectations. Recount an incident when you went completely above & beyond in serving a customer.

At Manteo Resort we believe that to succeed we must continually strive to be the best. Tell us of a time when you came up with a different or creative way of dealing with a problem or situation. What was the problem or situation, how did you go about addressing the issues and what was the result?

What hobbies, activities, interests or talents occupy your time?

What is your biggest motivation for wanting a job at Manteo Resort?

What is the most “off the wall” thing you have ever done?

What to this date has been your greatest ambition?



Manteo Resort Employment Application

Name: _____ Date: _____

Address _____ Postal Code _____

Home Phone: _____ Message Phone: _____

Email: _____ Full Time ____ Part time ____ Seasonal ____

Desired position: (1) _____ (2) _____ (3) _____

Have you worked for Manteo Resort/Rykon? Yes No Are you legally eligible to work in Canada? Yes No

Have you ever been convicted of a criminal offense? Yes No Are you 16 years or older? Yes No

Do you have friends/relatives employed at Manteo/Rykon? Yes No If yes, what are their names: _____

EMPLOYMENT HISTORY (PRESENT OR MOST RECENT EMPLOYER)

Employer: _____	Supervisor's Name: _____
Telephone (_____) _____	Position: _____
Start Date: _____	End Date: _____
Ending Salary: _____	
Duties: _____	
Reason for leaving? _____	
May We Contact? Yes No	
Employer: _____	Supervisor's Name: _____
Telephone (_____) _____	Position: _____
Start Date: _____	End Date: _____
Ending Salary: _____	
Duties: _____	
Reason for leaving? _____	
May We Contact? Yes No	
Employer: _____	Supervisor's Name: _____
Telephone (_____) _____	Position: _____
Start Date: _____	End Date: _____
Ending Salary: _____	
Duties: _____	
Reason for leaving? _____	
May We Contact? Yes No	

Please add a list of references, if different from above.

EDUCATION

School Name, City & Province	Degree or Certification
Vocational, Trade, University or Other Schools:	

As a condition of my application, I authorize investigation of all statements contained in this application. I understand that the decision of Manteo Resort will be based on non-discriminatory considerations and that misrepresentation or omission of facts called for is just cause for rejection of my application or dismissal. I also agree that, at all times, I will follow the rules and regulations of Manteo Resort Waterfront Hotel & Villas.

Signature: _____ Date: _____