



Name \_\_\_\_\_ Date \_\_\_\_\_

## Employment Information

Crazy Horse Memorial Foundation is a non-profit cultural and educational humanitarian project with three major goals: the Mountain Carving, the INDIAN MUSEUM OF NORTH AMERICA® and the INDIAN UNIVERSITY OF NORTH AMERICA®, and, when feasible, a Medical Training Center for North American Indians. The main visitor complex consists of several buildings where Crazy Horse Memorial Foundation operates a welcome center, theaters, galleries, museums, and Van Rides to the top of Crazy Horse Mountain. At this main complex, Korczak's Heritage, Inc. operates a gift shop, Laughing Water Restaurant and Snack Shop, and bus rides to the bottom of the Mountain Carving. A short distance South of this location, Crazy Horse Memorial Foundation operates Heritage Village Campground.

## What we Expect of You

If you are a team player who wants to work and share our dedication to exceed our guests' expectations, we encourage you to consider a seasonal or year-round position at Crazy Horse Memorial Foundation or Korczak's Heritage, Inc. We hope you will enjoy the Black Hills of South Dakota on your days off, but we expect you to be committed to your job responsibilities while at work. We are committed to providing great service in all areas of our facilities. In order to achieve this, you as an employee, are expected to make a similar commitment to excellence and achievement in your own personal standards and work habits. We are looking for employees with previous experience in restaurant, retail sales and other guest services, and employees who may have little job related experience, but are willing to work hard, enjoy working with and for people, and take pride in a job well done.

## Basic Employment Requirements

**Ability Dates:** Our season begins in early May when we begin gearing up for the summer season and extends into November. Some positions are year round. Your employment chances improve if you can arrive early and work late in the season. Be **REALISTIC** and **SPECIFIC** about the exact date you will available to start and the last day you can work, as these dates will become part of your employment agreement.

**Age:** All employees must be age 14 or over upon reporting to work.

## Appearance Standards

The personal appearance of all employees is very important in presenting a positive and professional image of Crazy Horse Memorial to visitors and guests. In this regard, the following standards are imposed as a basic condition of employment for all employees:

1. Hairstyles must be neat, clean and well-groomed at all times and cannot be extreme in style or color. Beards may be worn, provided they are kept well trimmed and groomed.
2. Employees involved with preparing and serving food and beverages are required to conform to all applicable health and sanitation regulations. Employees beards must also comply with current health department guidelines.
3. Any jewelry worn by employees on the job must be conservative, in good taste, appropriate to working attire and not in conflict with any job-related safety standards. No more than 2 earrings may be worn in each ear at one time. No other visible body piercing jewelry may be worn.

## **Appearance Standards Continued**

4. Employees are not allowed to wear shorts, open-toe shoes, tank tops, “spaghetti” strap tops, or obscene or offensive attire of any kind.
5. Headphones and other electronic sound devices may not be worn or carried. Cell phones may be carried but not used while working.
6. Management will determine appropriate appearance and dress standards for various job categories. Employees may be required to wear certain uniforms or attire particular to the work area.
7. Uniforms, where required, must be kept clean and pressed or be wrinkle free. All uniform tops with shirttails shall be “tucked in” while on the facility and grounds including the parking lot.
8. No smoking is allowed while on duty. Smoking will only be allowed in designated areas during break.

## **Drug Free Work Place**

Our goal is to provide a drug free work-place that is free from the effects of illegal or non-prescribed drugs and alcohol. By signing your employment agreement you consent to a blood, breath or urine test if you are involved in a work related accident.

## **Work Schedule and Compensation**

All seasonal employees are paid an hourly rate. Most seasonal employees will work 5 days a week with 2 days off per week. Shifts can start any hour of the day and split shifts are possible. During periods of slow business, schedules may be shorted. Vacation days are only earned by year round, full-time, full-time flex and part-time regular employees. It is important to note that pay periods run on a two week cycle with pay day being every other Friday. Therefore, it would be advisable to bring some additional money to cover your expenses until your first paycheck. Seasonal employees who complete their employment agreement with satisfactory end of season employment evaluation will be eligible to receive an end of season bonus up to 25¢ per hour for every hour worked. Any employee who begins as seasonal and becomes year-round will receive a bonus during their first year only for hours worked through Labor Day Weekend of that first year.

## **Application for Employment**

We consider applications for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap, or other legally protected status.

## **Please Read Carefully**

Thank you for your interest in employment with our Corporations. You need to be aware that working at Crazy Horse Memorial can be demanding. The hours are sometimes long and hard. Some guests are unreasonable and critical of employees and service. Emergencies can arise which require unexpected changes in scheduling and job assignments. Therefore, we need people who are willing and able to work hard and learn their job quickly and perform their duties responsibly. Our employees must be dependable, sensible, respectful, respectable and FLEXIBLE people who like to have fun while they work with people on a day-to-day basis.

We realize that beginning and ending dates for student employees are dependent on school schedules and other circumstances. Many students are unable to work through October. However, we do expect most employees to work through Labor Day weekend. Please note that this application form was designed for the seasonal employee. However, there are a limited number of year-round positions available. Remember to enclose your completed application, and resume if you have one, and the dates you will be available for employment. Good luck!

# Employment Application

Position Applying For \_\_\_\_\_

Is your age under 18?  Yes  No

U.S. Citizen?  Yes  No

Full Name \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

Start Date \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Compensation Desired \_\_\_\_\_

Will you work  Full Time  Part Time  Temporary/Seasonal

If you are applying for a seasonal position,  
what is the last date of the season you are able to work? \_\_\_\_\_

Do you have any planned time off requests? \_\_\_\_\_

Are you available to work weekends?  Yes  No

Would you accept another position?  Yes  No

Have you ever been employed with Crazy Horse Memorial previously?  Yes  No

Do you have a friend or relative working here?  Yes  No

Have you ever pleaded guilty, no contest or been convicted of a crime?  Yes  No

Summarize any special skills or qualifications on the lines below.

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In case of emergency contact information

Full Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_

## Education

Please list name of institution and major for the highest level of education obtained.

High School graduate or GED \_\_\_\_\_

Associate's Degree \_\_\_\_\_

Bachelor's Degree \_\_\_\_\_

Master's \_\_\_\_\_

Doctorate \_\_\_\_\_

Trade or Technical School \_\_\_\_\_

Please list any special licenses or certificates you have acquired or equipment you operate proficiently.

\_\_\_\_\_  
\_\_\_\_\_

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## Previous Employment (begin with most recent position)

Dates of Employment from \_\_\_\_\_ to \_\_\_\_\_

Position(s) held \_\_\_\_\_

Responsibilities \_\_\_\_\_  
\_\_\_\_\_

Company Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Supervisor \_\_\_\_\_

Title \_\_\_\_\_

Starting Salary & Title \_\_\_\_\_

Ending Salary & Title \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

May we contact this employer for a reference?  Yes  No

Dates of Employment from \_\_\_\_\_ to \_\_\_\_\_

Position(s) held \_\_\_\_\_

Responsibilities \_\_\_\_\_  
\_\_\_\_\_

Company Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Supervisor \_\_\_\_\_

Title \_\_\_\_\_

Starting Salary & Title \_\_\_\_\_

Ending Salary & Title \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

May we contact this employer for a reference?  Yes  No

Dates of Employment from \_\_\_\_\_ to \_\_\_\_\_

Position(s) held \_\_\_\_\_

Responsibilities \_\_\_\_\_  
\_\_\_\_\_

Company Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Supervisor \_\_\_\_\_

Title \_\_\_\_\_

Starting Salary & Title \_\_\_\_\_

Ending Salary & Title \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

May we contact this employer for a reference?  Yes  No

**Additional Questions**

Why do you want to work at Crazy Horse Memorial?

What strengths would you bring to the position?

What challenges do you foresee in fulfilling the position?

**References** (Please list 3 professional references. One reference must be from current or recent supervisor.)

Name \_\_\_\_\_ Company \_\_\_\_\_

Reference's Position \_\_\_\_\_ Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Company \_\_\_\_\_

Reference's Position \_\_\_\_\_ Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Company \_\_\_\_\_

Reference's Position \_\_\_\_\_ Phone Number \_\_\_\_\_

How did you hear about employment opportunities at Crazy Horse Memorial?

I have read and understand this application and certify that this information provided is true and complete to the best of my knowledge and, if employed, falsified statement in this application will be grounds for dismissal. I authorize investigation of any of the information contained in this application.

## Positions Available

If you are interested in accepting a different position than applying for, please make 3 choices, with 1 being your first choice and 3 being the least preferred.

*\*Certain positions require the ability to lift the following maximum weights up to and down stairs - Men 37 lbs. and Women 28 lbs. All of the positions require standing for long periods. May involve other duties as assigned.*

<b>Positions</b>	<b>Brief Description of Duties</b>	<b>Crazy Horse</b>	<b>Korczak's Heritage</b>
<b>Skilled Cook</b>	<i>Extensive culinary skills, menu pricing, food ordering, food handling skills, working knowledge of all kitchen equipment and health codes. Present food professionally &amp; attractively.</i>	<u>N/A</u>	<u>          </u>
<b>Cook</b>	<i>Food handling experience; work with speed &amp; accuracy, &amp; present food professionally &amp; attractively.</i>	<u>N/A</u>	<u>          </u>
<b>Cook's Helper</b>	<i>Assist with basic food preparation, cleaning, dish washing, &amp; present food professionally &amp; attractively.</i>	<u>N/A</u>	<u>          </u>
<b>Snack Shop</b>	<i>Good communication skills and pleasant personality. Able to operate cash register &amp; credit card machines, stand for long periods of time &amp; perform cleaning, stocking &amp; inventory duties. Some cooking duties required.</i>	<u>N/A</u>	<u>          </u>
<b>Host/Cashier</b>	<i>Good communicator with sales skills, pleasing personality, greet &amp; seat guests, clear &amp; set tables, operate and balance cash register &amp; cleaning duties.</i>	<u>N/A</u>	<u>          </u>
<b>Waiter/Waitress</b>	<i>Good communicator with sales skills, ability to lift food trays, set &amp; clear tables, operate and balance cash register, &amp; side work &amp; cleaning duties.</i>	<u>N/A</u>	<u>          </u>
<b>Bus Person</b>	<i>Clear &amp; set tables with speed &amp; accuracy, good people skills. Some dish washing &amp; food prep.</i>	<u>N/A</u>	<u>          </u>
<b>Dishwasher</b>	<i>Expected to wash &amp; clean tableware, pots, pans &amp; cooking equipment. Keep dish area &amp; equipment clean &amp; organized. Break down boxes &amp; remove garbage as needed.</i>	<u>N/A</u>	<u>          </u>
<b>Gift Shop Sales</b>	<i>Good communicator with sales skills, operate cash register &amp; credit card machine process sales quickly &amp; accurately. Cleaning, stocking &amp; inventory.</i>	<u>N/A</u>	<u>          </u>
<b>Maintenance</b>	<i>General labor, knowledge of electric, water, gas, etc. Respond with speed &amp; accuracy.</i>	<u>          </u>	<u>N/A</u>
<b>Ticket Sales</b>	<i>Good communicator with sales skills &amp; pleasant personality.</i>	<u>          </u>	<u>N/A</u>
<b>Welcome Center</b>	<i>Greet &amp; orient visitors. Good communicator, patience &amp; ability to give directions and interpretive information.</i>	<u>          </u>	<u>N/A</u>
<b>Cultural Center</b>	<i>Skilled at interpreting and communicating cultural information.</i>	<u>          </u>	<u>N/A</u>
<b>Info Booth</b>	<i>Good communication skills, ability to give specific directions &amp; interpretive information to the traveling public.</i>	<u>          </u>	<u>N/A</u>
<b>Bus/Van Driver</b>	<i>Age 21 or older, with valid drivers license. Good communication skills are important. Visitor bus rides to the base of the Mountain and van rides to the top &amp; back.</i>	<u>          </u>	<u>          </u>

## Housing

Living in the Custer community requires that housing be an important part of your plans. Crazy Horse Memorial and Korczak's Heritage, Inc. do not have housing available. Our employees are encouraged to take advantage of rental opportunities in Custer, Hill City and surrounding communities. The area's local newspapers are a good source for up-to-date rental information.

The Campground/RV park at Crazy Horse/Heritage Village has special monthly rates available for employees who have an RV or motor home.

## Employee Discounts

Employees who show their Identification Card will receive discounts on meals at Laughing Water Restaurant. Discounts are also available on all but certain excluded merchandise at Korczak's Heritage, Inc. gift shop. Please check with the restaurant and gift shops for more details on discounts.

## Transportation

Employees must provide their own transportation to and from work. Arrangements can be made with us for transportation from the bus depot or airport in Rapid City to Custer or on arrival for work.

## Application Procedure

To apply, please fill out this entire application form and send it to the following address:

Crazy Horse Memorial  
Attn: Human Resources  
12151 Avenue of the Chiefs  
Crazy Horse, SD 57730-8900

Fax Number: 605.673.2185

Phone Number: 605.673.4681

Email: [hr@crazyhorse.org](mailto:hr@crazyhorse.org)

Your chances of being selected increase if you are flexible and realistic about your job choices. Please indicate **SPECIFIC** dates of availability. To expedite the employment process, please include letters of recommendation from past and present employers (references are checked). Our hiring decisions are made starting in February. If you are selected for employment, an employment agreement will be sent to you for review and signature. Our receipt of your signed agreement indicates your acceptance of the job offer. Please be courteous enough to inform us of your decision in a timely manner. **Please notify us as soon as possible if your situation changes prior to your scheduled start date.**