

RESORT RETAIL ASSOCIATES, INC.  
90 BEACH CITY ROAD  
HILTON HEAD, SC 29926  
(843) 681-4101 (866) 753-8258  
[www.camphiltonhead.com](http://www.camphiltonhead.com)

**APPLICATION FOR EMPLOYMENT**

Resort Retail Associates, Inc. does not discriminate against, or condone harassment of any applicant or associate because of race, color, religion, sex, age, national origin, or disability.

**PERSONAL INFORMATION:**

Last Name	First Name	Middle Name		
<hr/>				
Present Address	Street	City	State	Zip
<hr/>				
Previous Address	Street	City	State	Zip
<hr/>				
Home Telephone Number	Social Security Number	If hired, and you are under 15, can you furnish a work permit?		
( )		Yes	No	

**AVAILABILITY:**

Are there any days or times you are **not** available? \_\_\_\_\_

Do you have reliable means of transportation to and from work? Yes \_\_\_\_\_ No \_\_\_\_\_

If hired, when will you be available to start work? \_\_\_\_\_ Salary Desired? \_\_\_\_\_

Have you ever worked for Resort Retail Associates, Inc? Yes \_\_\_\_\_ No \_\_\_\_\_ When? \_\_\_\_\_

How were you referred to Resort Retail Associates, Inc.? \_\_\_\_\_

Do you have any relatives working for Resort Retail Associates, Inc.? Yes \_\_\_\_\_ No \_\_\_\_\_ Who? \_\_\_\_\_

**EDUCATIONAL DATA:**

Grammar School  
Name and Address of School: \_\_\_\_\_  
Circle Last Year Completed: 5 6 7 8

High School:  
Name and Address of School: \_\_\_\_\_  
Circle Last Year Completed: 9 10 11 12 Course of Study: \_\_\_\_\_

Other (Specify):  
Name and Address of School: \_\_\_\_\_  
Circle Last Year Completed: 1 2 3 4  
Course of Study: \_\_\_\_\_ Degree Earned: \_\_\_\_\_

Are you presently attending school? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, where? \_\_\_\_\_

CAMP HILTON HEAD  
HILTON HEAD SHIRT COMPANY  
SOUTH BEACH GENERAL STORE

**JOB DESCRIPTIONS**

**Sales Associate**

A Sales Associate is responsible for maintaining outstanding customer service, generating sales, merchandising, and safeguarding company assets. Responsibilities include but are not limited to engaging with customers, folding t-shirts, cleaning the store, and restocking merchandise.

**Register Sales Associate**

A register sales associate is responsible for maintaining outstanding customer service, generating sales, merchandising, and safeguarding company assets; as well as knowing the point of sale system. Point of sale responsibilities include but are not limited to ringing a sale, exchange, return, gift cards, discounts and price overrides. A register sales associate must have an understanding of the inventory before learning the point of sale system.

**Key Person**

A key person is responsible for the opening and closing of the store when the manager or assistant manager is not present. They have already mastered the job responsibilities of a sales associate and register sales associate. The key person must be able to delegate tasks and handle customer service complaints.

**Receiving/Distribution Clerk**

A Receiving/Distribution Clerk is responsible for checking in and tagging of merchandise, stocking and pulling of merchandise, and driving and delivering of merchandise. A receiving/distribution clerk will spend the majority of their shift at the distribution center warehouse

Desired position: \_\_\_\_\_

Full Time (Seasonal): \_\_\_\_\_ (32-40 hours a week)

Part Time (Seasonal): \_\_\_\_\_ (10-20 hours a week)

**WORKING CONDITIONS:**

- Store operating hours vary from store to store, but they are all open seven days a week with shifts ranging from 7:30am to 11:30pm depending on the season.
- Warehouse operating hours vary from day to day, but it is open Monday through Friday with shifts ranging from 3:00am to 3:00pm depending on the season
- Part-time employees work from 10-20 hours a week
- Full-time employees work from 32-40 hours a week.
- Schedules are posted every Monday. Notice of requested days off is required 2 weeks in advance in writing.
- Schedule changes are only made with manager's approval.
- Report directly to store manager or assistant manager for specific tasks.

**YOUR ROLE IN THE ORGANIZATION:**

- Every job in the company is important. The sales staff is the foundation of our retail company.
- It is company policy to promote from within, so there is always opportunity for growth.
- Suggestions and input are always welcome.

**EMPLOYMENT BACKGROUND:**

**Name of Company** \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Address \_\_\_\_\_

Starting Pay: \_\_\_\_\_

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

Final Pay: \_\_\_\_\_

Positions You Held (Indicate Promotions) \_\_\_\_\_

Briefly State Your Duties \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Telephone # \_\_\_\_\_

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

**Name of Company** \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Address \_\_\_\_\_

Starting Pay: \_\_\_\_\_

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

Final Pay: \_\_\_\_\_

Positions You Held (Indicate Promotions) \_\_\_\_\_

Briefly State Your Duties \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Telephone # \_\_\_\_\_

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

Which of these jobs did you like best? \_\_\_\_\_

What did you like most about this job? \_\_\_\_\_

May we contact above employer(s) \_\_\_\_\_ Yes, except for \_\_\_\_\_

**OTHER:**

Have you ever served in the U.S. Armed Forces? \_\_\_\_\_ Yes \_\_\_\_\_ No

Branch: \_\_\_\_\_

Duties: \_\_\_\_\_

Service Number: \_\_\_\_\_

**EMERGENCY CONTACT:**

Name: \_\_\_\_\_

Telephone # \_\_\_\_\_

**PERSONAL REFERENCES:**

List below the names, addresses, occupations and telephone numbers of three people other than relative or former employers who have known you for at least three years:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed; falsified statements on the application shall be grounds for dismissal.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Thank you for completing this application form and for your interest in employment with Resort Retail Associates, Inc. Your application review should be completed within seven (7) working days. Due to the volume of applications received, we may not interview every applicant, but, in the event you are selected for an interview, we will contact you.

FOR OFFICE USE ONLY

Interviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In compliance with 41-10-30 of the SC Code of Laws, 1976, as amended, you are hereby notified of the terms of employment:

\_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Seasonal

1. Normal hours of work:  
(I.e. number or range of hours) per week, day, other, etc. \_\_\_\_\_
2. Rate of Pay: Hourly \$ \_\_\_\_\_ Salary \$ \_\_\_\_\_
3. Payday is: Bi-Weekly
4. Place of Payment is: \_\_\_\_\_
5. Time of Payment is: \_\_\_\_\_
6. Day of Payment is: \_\_\_\_\_
7. Deductions to be made from wages such as insurance deductions:  
\_\_\_\_\_

Any changes in these terms shall be made in writing at least seven calendar days before they become effective.

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The following terms may be provided at the discretion of the employer in accordance with individual company policy.

Additional Terms (for full time employees)

8. Personal Time: Accrued Monthly  
1<sup>st</sup> year = 11 days  
2<sup>nd</sup> year thru 10 years = 16 days  
After 10 years = 21 days  
Carryover 10 days (you have until 2/28 to use extra days from previous year)
9. Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Signature \_\_\_\_\_

Employer Signature \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_