



**Canoe Outpost-Peace River, Inc.**

2816 NW County Rd. 661, Arcadia, FL 34266

800-268-0083, 863-494-1215, 863-494-4391f

www.canoeoutpost.com peacepaddler@canoeoutpost.com

# Employment Application

## Job Description: Office Clerk

### Note:

All actions for this job description require the ability to handle canoes, kayaks, vehicles, and other equipment essential to the operation of a canoe livery, canoe outfitter, and nature-based attraction. These abilities include walking, bending, jumping, running, stepping up and down, movement of arms and hands in all directions, good hearing, good eyesight, good public relations, neat appearance, and the ability to be in the outdoors to ensure the enjoyment and safety of the paddling public.

### Job Requirements:

- Florida Driver License and a good driving record.
- **Must be able to work weekends and holidays.** Hours vary, on some days office opens at 5:00 a.m. Average start time is 7:30 or 7:45 dependent on season and day of week. Office is open until 5:00 p.m. weekdays and 6:00 p.m. weekends.
- All applicants must adhere to the requirements of the company dress code.
- Carry and load paddlesport equipment and camping gear to and from vehicles, storage areas, put-in points and take-out points.
- Clean and maintain restrooms, offices, kitchen, restrooms, dressing rooms, and storage areas.
- Drive a vehicle with attached trailer
- Assist customers at put-ins and take-outs.
- Participate in company -sponsored highway and river clean-up activities.
- Clean, maintain, prepare paddlesport equipment and camping gear for rental, storage, and/or repair
- Answer phone in company-approved manner and respond to customer inquiries, take reservations, and take appropriate messages.
- Prepare and address mail, electronic, phone and in person requests for information and reservations in company-approved manner.
- Check-in customers in a company-approved manner.
- Be able to direct and lead other employees.
- Fill out supplied forms including time sheets and release forms.
- Have basic knowledge of maintenance and operation of office equipment.
- Be able to handle basic TEC, Casio, and Sharp cash registers, cash transactions, check, P.O. transactions, and credit card transactions involving manual, phone, and electronic approval.
- Clean and maintain staff uniforms.
- General Maintenance duties include sweeping of all buildings and walkways, raking, painting, trash pickup, etc.

**Additional Preferred Skills:** First Aid and CPR certification. Basic computer knowledge of Microsoft Word, Excel, Works, and Publisher, Intuit QuickbooksPro.

I understand the duties and requirements for the above detailed job description and I am capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation that I have applied for: YES \_\_\_\_\_ NO \_\_\_\_\_ (select one).

Note: This is a drug-free working environment. If there is a suspicion of any drug use by any employee, random drug tests will be performed. Person/s to be tested are at the discretion of the company.

Signed \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

This application will be kept on file for 12 months after the date above and after that date will be considered null and void and destroyed



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<b>APPLICATION INFORMATION</b>						Date:	
Last Name			First Name			Middle Name	
Street Address					Apartment/Unit #		
City				State		Zip Code	
Contact Phone #			Email				
Date Available			Social Security No.			Desired Salary	
Position Applied For:							
Are you a citizen of the United States		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?			
Have you ever been convicted of a felony?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain			
<b>EDUCATION</b>							
High School				Address			
From	To	Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
College				Address			
From	To	Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
Other				Address			
From	To						
<b>REFERENCES</b>							
<i>Please List Three Professional References</i>							
Full Name				Relationship			
Company				Phone (     )			
Address							
City				State		Zip Code	
Full Name							
Company				Phone (     )			
Address							
City				State		Zip Code	
Full Name				Relationship			
Company				Phone (     )			
City				State		Zip Code	

**Canoe Outpost-Peace River Employment Application continued.**

**PREVIOUS EMPLOYMENT**

Company		Phone (    )	
Address		Supervisor	
Job Title		Start Salary \$	End Salary \$
Responsibilities			
From	To	Reason For Leaving	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>			

Company		Phone (    )	
Address		Supervisor	
Job Title		Start Salary \$	End Salary \$
Responsibilities			
From	To	Reason For Leaving	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>			

Company		Phone (    )	
Address		Supervisor	
Job Title		Start Salary \$	End Salary \$
Responsibilities			
From	To	Reason For Leaving	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>			

**MILITARY SERVICE**

Branch	From	To
Rank at Discharge	Type of Discharge	

If other than honorable, explain

OTHER (Special skills, certifications etc.)


**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge.  
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature	Date
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Applications are kept on file for 12 months and then destroyed.