



**APPLICATION  
EMPLOYMENT INFORMATION**

**About Sun Valley Resort**

Sun Valley is the premier summer and winter resort in the western United States. The resort and its employees are highly regarded for consistently providing excellent service, high levels of guest courtesy and attention to quality and fine details...all with a "personal touch". Sun Valley's reputation as a world class operation comes from its commitment to quality. Professional employees deliver first class accommodations, cuisine, comfort, personal service and courtesy to guests and visitors.

Facilities include two lodges totaling 550 rooms, famous ski mountains (home of the world's first chair lift), restaurants, retail stores and summer and winter recreation.

**About The Sun Valley Area**

Sun Valley is located in central Idaho in the heart of the Wood River Valley. Surrounded by U.S. Forest Service and Bureau of Land Management lands in the mountains of sage, aspen and forest, the air is clean, the sky is blue and the lifestyle healthy. Other communities in the valley include Ketchum, Hailey and Bellevue. Boise is 150 miles southwest and Twin Falls is 75 miles directly south of Sun Valley.

**ALTITUDE AND CLIMATE**

The valley's altitude ranges from 5000' to 6,000' with mountain vistas, including the famous ski mountain, Baldy, at 9,150'. Humidity is usually 30 percent, creating dry, sunny summers (the average temperature is 78 degrees) and mild, sunny winters (with an average temperature of 23 degrees). Annual snowfall is approximately 225 inches, with an average of 250 sunshine days per year. Sun Valley is a year-round vacation land.

**RECREATION AND ACTIVITIES**

Sun Valley offers year-round recreational opportunities including alpine skiing, ice skating, Nordic skiing, golf, tennis biking, swimming, horseback riding and more.

The Sawtooth National Recreation Area, Challis National forest and Sawtooth Wilderness are just north of the resort-town, providing year-round access to hundreds of streams, alpine lakes, hiking and biking trails. The resort and surrounding communities provide cultural activities, which include athletic events, concerts, movies and repertory theaters, art galleries, craft fairs, music festivals, rodeos and more.

**About Sun Valley Employment**

Sun Valley Company is an  
Equal Opportunity Employer  
And promotes a  
**DRUG AND SMOKE FREE WORKPLACE.**

**PRE-EMPLOYMENT DRUG  
TESTING**

Sun Valley Company requires pre-employment (post offer) drug testing for ALL new hire safety sensitive positions.

Vigorous random drug testing is conducted for ALL employees, in ALL departments and in ALL levels. A copy of the drug testing policy may be requested from the Human Resources Department.

Our commitment to quality and excellence is translated through our employees. Below are some of Sun Valley's employee standards, expectations and employment information:

**EXPERIENCE AND WORK SCHEDULE**

Experience is not required for most of our service and general positions. All positions typically require flexibility and weekend hours. Schedules fluctuate with business demands. All full-time employees need to make Sun Valley Company their priority for scheduling purposes. Dorm residents who violate this may be asked to leave the dorms immediately.

**JOBS/HOURS/OVERTIME/BONUS/SALARY/  
TRANSFER**

Employment with Sun Valley can be a fun and rewarding experience if you come with a balanced view. Most positions lack glamour, are routine and require commitment, but ALL positions are important to the overall operation of the Company and each one makes a valuable contribution to our guests' experience. More than 1,800 people are employed during the winter, 1,100 during summer peak periods and some 650 work year-round in full-time positions.

Full-time positions average 32-40 hours per week. Within each work week (Saturday - Friday), hourly wage employees are eligible for overtime pay (time and a half) for each hour worked over the maximum (either 40 or 56 hours), based on the employee's "primary" position. This is determined by the seasonal-recreational status of each position in accordance with federal wage and overtime exemption regulations. Ask your supervisor or call the Human Resources Department for clarification. Most entry service level positions begin above minimum hourly wage. Mid-season transfers within Sun Valley Company *are not permitted.*

**STANDARDS FOR GROOMING AND  
CONDUCT**

Your appearance and conduct leave a lasting impression on guests. All employees have a responsibility to be professional, courteous, respectful and friendly. All employees are expected to be neatly groomed at all times and adhere to the Resort's Standards for Dress, Personal Appearance and Conduct.

**Male Employees**

Hair must be clean and tapered at or above the collar line of a standard dress shirt. Hair should not cover the bottom half of the ear, and shoulder length is not permitted. Inappropriate examples include unnatural color and/or disproportionate cut (dreadlocks included). No beards or goatees will be worn. Men must be clean-shaven every day. Sideburns should not extend below the earlobe. Moustaches are acceptable if trimmed and neat. Earrings or any body piercing, including tongue studs, are not permitted while on duty. No visible tattoos are allowed.

**Female Employees**

Hair styles must be clean and not interfere with job duties. Inappropriate examples include unnatural color and/or disproportionate cut (dreadlocks included). Earrings and jewelry must be modest and not interfere with job duties. Earrings are allowed in ear lobes ONLY (no other visible body piercing will be allowed, including tongue studs, while on duty). Cosmetics should be consistent with a natural appearance. No visible tattoos are allowed. NOTE: Employees who handle food must wear hair pulled back and up.

**UNIFORMS**

Two uniforms will be issued for most jobs. Laundering is provided free to employees in mountain, recreation, hotels, foods and grounds departments. Cost of uniform will be deducted from final paycheck if not returned.

**TRANSPORTATION**

Free Mountain Rides bus service to Ketchum and Warm Springs. An inexpensive commuter van *for employees* is offered to and from Shoshone and Sun Valley.

**EMPLOYEE CAFETERIA**

An employee-**only** cafeteria is located next to the employee (dorm) housing. Low-cost meals (breakfast, lunch and dinner) are prepared daily for employees.

**FULL-TIME EMPLOYEE BENEFITS AND  
DORMS**

Special seasonal benefit provides weekly recreation opportunities to employees with valid Employee ID (ask for details).

NOTE: All employees are required to sign a photo release and special liability release to be entitled to employee ID, free and discounted ski lift passes and other employee-only discounts and privileges.

**Employee Discounts**

At Sun Valley owned retail stores and restaurants.

**Employee Cafeteria**

Low cost meals for employees only (with proper ID)

**Group Medical/Dental/Vision/Life Coverage**

Eligibility requires employees work full-time (at least 30 hours per week) for two months of continuous service before they can enroll. The employee must enroll or decline within 30 days of eligibility or lose eligibility for coverage.

**Sick Time**

Eligible after six months continuous full time employment

**Vacation Time**

Eligible after one year continuous full time employment

**401k Participation**

Eligible after two months of continuous service and must work 1,000 hours a year to qualify for a company match.

**Flex-Spending plan or Health Savings Plan**

Eligibility at same time employee becomes eligible for Group Medical/Life coverage and during annual Open Enrollment.

**NOTE:** This is a partial listing and description of enrollment-eligibility information (ask for details).

**HOUSING**

Dorm-style housing *may* be available with deposit. Located on Sun Valley’s premises and close to the Lodge, this housing is for eligible employees only and is a privilege of employment. When employment terminates, the privilege is revoked.

Restrictions and other information:

**Rooms:** The rooms are small. Most have two, three or four beds, a few drawers, a closet, and a sink with a medicine cabinet. They are designed primarily for sleeping and storing a *limited* amount of personal effects. Each dorm or floor has a common bathroom used by all residents of the dorm. The larger dorms have common TV rooms. Expect close living quarters.

**DO NOT BRING ELABORATE STEREO EQUIPMENT, EXPENSIVE JEWELRY OR COOKING EQUIPMENT.**

**Reservations:** Rooms should be arranged through the Employee Housing Director at the time of hire. Information needed to provide the best possible accommodations for everyone includes; age, sex, estimated date of arrival. Please contact Leticia Arizpe at 800-894-9937, 208-622-2986 or 208-720-6607.

**IMPORTANT:** Check-in should be done **between 8:00 a.m. and 5:00 p.m. Monday through Friday ONLY.** *You must provide your own transportation to Sun Valley if your arrival is in Twin Falls, Boise or Salt Lake and if it is not during our designated pick-up times.*

*Other low-cost and subsidy housing may be available in the Valley. Request newspaper want ads from: Idaho Mountain Express-(208)-726-806*

Also Note:

- Residents must be full-time Sun Valley Company employees.
  - Dorms are filled on a first come first serve basis.
  - Must be 18 years of age upon arrival-***no exceptions!***
  - If necessary damage and/or cleaning fees will be deducted from the final paycheck. The dorm room key must be promptly returned upon employment departure or \$50 will be deducted from the employee’s final paycheck.
  - Preference given to entry-level employees.
  - 2 to 3 employees assigned to each room.
  - No Pets
  - No cooking allowed
  - No use of loud stereos or guitars in rooms.
  - We recommend you do not store valuable items in your dorm rooms.
  - Free utilities and basic cable hook-ups in all dorms
  - Bedding provided-employees responsible for washing their own laundry (free)
  - Laundry Room-free to dorm residents.
  - Subject to random dorm room checks. Problems and violations are reported to employee’s supervisor.
- ALL DORMS ARE NON-SMOKING  
NO ALCOHOL ALLOWED ON PREMISES**
- When employment ends, FOR ANY REASON, individuals must vacate their dorm room by 4:00 P.M. unless other arrangements have been accepted by the housing office.**

**ALL DORM RESIDENTS MUST SIGN A DORM AGREEMENT. THE DORM AGREEMENT OUTLINES THE RULES OF LIVING ON PROPERTY.**

### EMPLOYEES MUST

- Be willing to perform duties as assigned and accept changes in work schedule, tasks and location as necessary.
- Be aware that many positions are physically demanding and may require lifting, bending, standing and kneeling. For safety reasons, physical ability tests are required for some positions (ask for details).
- Be aware that scheduled work days may fall on any day during the week *including holidays*.
- Consent to random drug tests. All safety-sensitive positions require (post-offer) drug test prior to employment (ask for details).
- Adhere to all Standards of Conduct and Dress and Personal Appearance Standards (copies available at the Human Resources Department).

**Upon Departure, Employees Are Responsible For The Immediate Return of ALL Company-Issued ID's, Uniforms, Keys, Equipment and Company-Provided Bus Passes.**

### PERSONAL EXPENSES

Sun Valley Company *will not* provide cash advances. Come prepared to cover personal expenses for at least two weeks. If residing in dorms, this would amount to approximately \$150. Travel, food, housing and recreation are your responsibility. Paychecks are issued bi-weekly and cover hours worked for the preceding two-week period (There is a one week delay).

### HOW TO APPLY

Each applicant is *responsible for and must*:

- Complete and sign a Sun Valley Company Application. **INCOMPLETE OR UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.** You must account for five previous years and/or three previous employments including "gaps".
- List all positions which you may qualify or have interest.
- Provide physical, drug testing and background check consents on the application for employment.

NOTE: Federal law requires new employees to provide documentation to prove identity and eligibility for employment.

### WITHIN THREE (3) WORKING DAYS NEW EMPLOYEES MUST:

- ◆ Complete a W-4 and I-9 form.
- ◆ Non-U.S. Citizens must produce employment eligibility documents.

**NO PERSON WILL BE EMPLOYED WITHOUT REQUIRED DOCUMENTATION**

For Questions or Additional Information Call:

### EMPLOYMENT

Human Resource Department  
1-(800)-894-9946 or (208)-622-2072

### HOUSING

Leticia Arizpe  
(208)-622-2986

Online applications are available on the Sun Valley Company website at:  
Sun Valley Company  
[www.sunvalley.com](http://www.sunvalley.com)