



Today's Date

EMPLOYMENT APPLICATION

EQUAL OPPORTUNITY EMPLOYER

Ocean Pines Association is an equal opportunity employer. All qualified applicants for employment with Ocean Pines Association will receive consideration for employment without regard to race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, gender identity, disability, veteran status, genetic information or any other characteristic protected by applicable federal, state, or local laws. If you require an accommodation during any part of the application process, please contact the Human Resources Office.

PLEASE ANSWER ALL QUESTIONS COMPLETELY AND ACCURATELY –Please print

GENERAL	NAME – Last	First	Middle	Telephone
	Other Name(s) Used	Email	Cell Phone	
CURRENT ADDRESS				
	Street	City or Town	State	Zip Code
PREVIOUS ADDRESS				
	Street	City or Town	State	Zip Code

Human Resources



Job Functions

- Provides HR support for **250+ employees in season** and **120+ employees off-season**
- Manages payroll and benefits

Job Functions

- ❑ Administers Ocean Pines Workers' Compensation
- ❑ Administers FMLA (Family Medical Leave Act)
 - Allows employees to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage

Job Functions

- Monitors Ocean Pines employment practices
- Provides guidance, mentoring and career development for Ocean Pines employees