

# Employment Application

The Woodlake Country Club is an Equal Opportunity Employer and does not discriminate against any individual in any phase of employment in accordance with requirements of local, state and federal laws.

Date: \_\_\_\_\_

**PERSONAL INFORMATION:** Please type or print clearly.

Name: \_\_\_\_\_ Social Security No.: \_\_\_\_\_  
                     First                      Middle                      Last

Present Address: \_\_\_\_\_  
   Street                                      City                                      State                                      Zip Code

Mailing Address: \_\_\_\_\_  
   Street                                      City                                      State                                      Zip Code

Home Phone: (    ) \_\_\_\_\_ Alternate Phone No. (    ) \_\_\_\_\_

**EMPLOYMENT**

Can you, if hired, submit verification of your legal right to work in the United States?     Yes     No    Initial \_\_\_\_\_

Position desired: \_\_\_\_\_ Second choice: \_\_\_\_\_

Date you can start: \_\_\_\_\_ Salary expectation: \_\_\_\_\_

Do you desire:    Full Time    Part Time    On Call    Temporary (specific dates available) \_\_\_\_\_

Are you willing to work:   Weekends: (    ) Yes (    ) No   Holidays: (    ) Yes (    ) No   Days: (    ) Yes (    ) No   Nights: (    ) Yes (    ) No

**WORK EXPERIENCE:** List most recent employment first.     Check box if you do not want present employer(s) contacted.

EMPLOYER	DATE: MO./YR.	RATE OF PAY	POSITION
Name: _____	From: _____	Starting: _____	Title: _____
Address: _____	To: _____	Ending: _____	Supervisor: _____
Phone: _____	Reason For Leaving: _____		
Name: _____	From: _____	Starting: _____	Title: _____
Address: _____	To: _____	Ending: _____	Supervisor: _____
Phone: _____	Reason For Leaving: _____		
Name: _____	From: _____	Starting: _____	Title: _____
Address: _____	To: _____	Ending: _____	Supervisor: _____
Phone: _____	Reason For Leaving: _____		

**EDUCATION:**

Type of School	Name & Address	Majors	Yr. Completed	Did You Graduate? Give Degrees
Elementary	_____	_____	_____	(    ) Yes (    ) No
High School	_____	_____	_____	(    ) Yes (    ) No
College	_____	_____	_____	(    ) Yes (    ) No

**SPECIAL SKILLS OR TRAINING: (Only if applicable)**

List any training or job related skills which should be considered:

**OTHER PERSONAL INFORMATION:**

Have you ever applied at Woodlake Country Club? ( ) Yes ( ) No Year \_\_\_\_\_ Position \_\_\_\_\_

Have you ever been employed at Woodlake Country Club? ( ) Yes ( ) No Year \_\_\_\_\_ Position \_\_\_\_\_

Do you meet the legal age requirements to handle alcoholic beverages? ( ) Yes ( ) No Under 18 years ( ) Yes ( ) No

Woodlake Country Club prohibits the employment of relatives in a reporting relationship. Please list name, position and relationship of any relative currently employed by Woodlake Country Club: \_\_\_\_\_

Are you able to perform the essential job function of the position for which you are applying? ( ) Yes ( ) No

**REFERENCES:**

List three persons to whom you are not related, who are qualified to judge your training or capabilities, that we may contact.

Name: \_\_\_\_\_ Business or Occupation: \_\_\_\_\_ Years Known: \_\_\_\_\_

Home or Business Address: \_\_\_\_\_ Phone No.: ( ) \_\_\_\_\_

Name: \_\_\_\_\_ Business or Occupation: \_\_\_\_\_ Years Known: \_\_\_\_\_

Home or Business Address: \_\_\_\_\_ Phone No.: ( ) \_\_\_\_\_

Name: \_\_\_\_\_ Business or Occupation: \_\_\_\_\_ Years Known: \_\_\_\_\_

Home or Business Address: \_\_\_\_\_ Phone No.: ( ) \_\_\_\_\_

**CERTIFICATION:**

APPLICANT: Please read the following carefully and initial all statements before signing the application form.

\_\_\_\_\_ I authorize Woodlake to investigate all statements contained in this application and/or resume supplied. I authorize those persons, schools and employers named in this application to provide Woodlake with all relevant information needed to evaluate my qualification and release those persons, schools and employers from any liability for disclosure of such information.

\_\_\_\_\_ I declare that my answers to the questions in this application are true to the best of my knowledge and belief. I understand that any false statements or omissions appearing on this or any other employment form provided during the interview process will be sufficient reason not to hire me, and if discovered after my employment, may result in termination. If employed, I will abide by the existing rules of Jumping Brook, and will abide by such rules and regulations as may become effective while I am so employed.

\_\_\_\_\_ I understand that my employment is "at will" which means that if employed, my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either the Company or myself. No one other than the President of the Company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. I understand that the policies and procedures of the Company are guidelines for the governance of employment and that the Company retains ultimate and complete discretion in the application and revision of such policies and procedures.

\_\_\_\_\_ Further, I understand that if I am employed by the Company, I will be required to be at my work station ready to start working at the time indicated. I further agree that if employed, I will supply Woodlake with documentation concerning my identity and authorization to work in the United States as required by the Immigration Reform and Control Act of 1986.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_