

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: _____

Have you been convicted of any felonies? Yes No A conviction does not include those that have been judicially expunged, sealed or eradicated. (A conviction record will not necessarily disqualify an applicant. Factors such as age, seriousness, nature and time of offense, rehabilitation and job-relatedness will be taken into account.)

If yes, please describe in detail: _____

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: _____