



APPLICATION FOR EMPLOYMENT AN EQUAL OPPORTUNITY EMPLOYER

PLEASE PRINT

Date: _____

Name: _____
Last First Middle

Present Address: _____
No. Street City State Zip

Permanent Address: _____
(If different from above) No. Street City State Zip

Home Telephone: (_____) _____ Cell Phone: (_____) _____

EMPLOYMENT DESIRED

Position for which you are applying: _____

Are you applying for:

☐ Regular Full Time ☐ Seasonal Full Time

☐ Regular Part Time ☐ Seasonal Part Time

What days and hours are you available for work? _____

If applying for temporary work, during what period of time will you be available? _____

Are you available for work on weekends? Yes _____ No _____

Will you be available to work overtime, if necessary? Yes _____ No _____

If hired, on what date can you start work? _____

Are you currently employed? Yes _____ No _____ If so, may we contact your present employer? Yes _____ No _____

PERSONAL INFORMATION

Have you ever applied to or worked for Indian Ridge Country Club before? Yes _____ No _____

If yes, when: _____

Do you have any friends or relatives working for Indian Ridge Country Club? Yes _____ No _____

If yes, state name(s) and relationship(s): _____

If hired, would you have a reliable means of transportation to and from work? Yes _____ No _____

Are you at least 18 years old? Yes _____ No _____
(if under 18, hire is subject to verification that you are of minimum legal age.)

PERSONAL INFORMATION (Continued)

If hired, can you present evidence of your legal right to live and work in this country?.....Yes_____ No _____
Are you able to perform the essential functions of the job for which you are applying?.....Yes_____ No _____
If no, describe the functions that cannot be performed _____

(Note: We comply with the ADA and applicable state law and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination and to skill and agility tests.)

EDUCATION, TRAINING AND EXPERIENCE

High School Name: _____
Location: _____ Years Completed (*please circle*): 9 10 11 12
College/Undergraduate School Name: _____
Location: _____ Years Completed (*please circle*): 1 2 3 4
Graduate/Professional School Name: _____
Location: _____ Years Completed (*please circle*): 1 2 3 4
Diploma/Degree: _____ Date Received: _____
Describe Course of Study: _____
Describe any specialized training, apprenticeship, skills and extra-curricular activities: _____

Describe any honors you have received: _____

Do you speak, write or understand any foreign languages?Yes ____ No ____ If yes, which language(s)? _____
Describe any experience, training, qualifications or skills which you feel make you especially suited for work at Indian Ridge
Country Club _____

ANSWER THE FOLLOWING QUESTIONS IF YOU ARE APPLYING FOR A PROFESSIONAL POSITION.

Are you licensed/certified for the job for which you are applying?.....Yes_____ No _____
Name of license/certification: _____ Issuing state: _____ License/Certification #: _____
Has your license/certification ever been revoked or suspended?Yes_____ No. _____
If yes, state reason(s), date of revocation or suspension and date of reinstatement: _____

MILITARY SERVICE

Have you obtained any special skills or abilities as a result of your service in the military?..... Yes _____ No _____
If so, describe: _____

EMPLOYMENT EXPERIENCE - Note attach additional page if necessary.
Start with your present or most recent job and list all employment for the last 10 years and explain all gaps in your employment, attaching additional sheets if necessary. (Do not substitute your resume for this information.) Include any job-related service assignments and volunteer activities. You may exclude volunteer organizations, which indicate race, color, religion, gender, national origin, disability, sexual orientation, or other protected status.

Employer	Date Employed From To	DESCRIPTION OF DUTIES
Address		
Telephone Number (s)		
Job Title	Supervisor	
Reason for Leaving (check) <input type="checkbox"/> Layoff <input type="checkbox"/> Involuntary Termination <input type="checkbox"/> Resignation Explain:		

Employer	Date Employed From To	DESCRIPTION OF DUTIES
Address		
Telephone Number (s)		
Job Title	Supervisor	
Reason for Leaving (check) <input type="checkbox"/> Layoff <input type="checkbox"/> Involuntary Termination <input type="checkbox"/> Resignation Explain:		

Employer	Date Employed From To	DESCRIPTION OF DUTIES
Address		
Telephone Number (s)		
Job Title	Supervisor	
Reason for Leaving (check) <input type="checkbox"/> Layoff <input type="checkbox"/> Involuntary Termination <input type="checkbox"/> Resignation Explain:		

Employer	Date Employed From To	DESCRIPTION OF DUTIES
Address		
Telephone Number (s)		
Job Title	Supervisor	
Reason for Leaving (check) <input type="checkbox"/> Layoff <input type="checkbox"/> Involuntary Termination <input type="checkbox"/> Resignation Explain:		

Explain any gaps in your employment history: _____

REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: _____

Address: _____
No. Street City State Zip

Occupation: _____ Telephone: (____) _____ Number of years acquainted: _____

Name: _____

Address: _____
No. Street City State Zip

Occupation: _____ Telephone: (____) _____ Number of years acquainted: _____

Name: _____

Address: _____
No. Street City State Zip

Occupation: _____ Telephone: (____) _____ Number of years acquainted: _____

PLEASE READ CAREFULLY~ INITIAL EACH PARAGRAPH AND SIGN BELOW

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize Indian Ridge Country Club and any of its affiliated companies, to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to Indian Ridge Country Club any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Indian Ridge Country Club, my former employers and all other persons, corporations, partnership and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure .

_____ I hereby agree to submit to binding arbitration all disputes and claims arising out of the submission of this application. I further agree, in the event that I am hired by Indian Ridge Country Club, that all disputes that cannot be resolved by informal internal resolution which might arise out of my employment, whether during or after that employment, will be submitted to binding arbitration. I agree that such arbitration shall be conducted under the rules of the American Arbitration Association . This application contains the entire agreement between the parties with regard to dispute resolution. and there are no other agreements as to dispute resolution, either oral or written.

_____ I understand that nothing contained in the application or conveyed during any interview which may be granted, or during my employment, if hired, is intended to create an employment contract between Indian Ridge Country Club and me. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or Indian Ridge Country Club, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and an authorized representative of Indian Ridge Country Club.

This application will be considered active for a maximum of 30 days. If you wish to be considered for employment after that time, you must reapply.

Date: _____

Signature of Applicant. _____