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SAN JUAN OAKS GOLF CLUB IS AN EQUAL OPPORTUNITY EMPLOYER

We are an equal opportunity employer. Applicants are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information, pregnancy, citizenship status or any other category protected by applicable federal, state, or local laws.

THIS COMPANY IS AN AT-WILL EMPLOYER WHERE ALLOWED BY APPLICABLE STATE LAW, THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. THIS APPLICATION DOES NOT CREATE ANY TYPE OF IMPLIED CONTRACT OTHERWISE.

NOTE: Please answer all questions completely and accurately. False or misleading statements during the interview and/or on this form are grounds for terminating the application process, or if discovered after employment, terminating the employment relationship.

PERSONAL INFORMATION

1. **Name:**
_____ Last _____ First _____ Middle

2. **Address:**
_____ Street _____ City _____ State _____ Zip

3. **Telephone Number:** () _____ - _____ 4. **Email Address** _____

5. **Are you 18 years of age or older?** Yes No
If under the age of 18, can you produce the necessary work certificate at the time of employment? Yes No

6. **If hired, can you provide proof that you are legally eligible for employment in the U.S.?** Yes No
If not, what steps must be taken for you to begin employment lawfully? _____

7. **Have you applied to San Juan Oaks Golf Club for employment in the past?** Yes No
If yes, when? _____ *Position applied for:* _____

8. **Are you currently employed?** Yes No *If yes, may we contact your current employer at any time?* Yes No
You may contact my current employer, but only when: _____

POSITION

- Position for which you are applying: _____

First Choice
Second Choice
- Salary/wage desired: _____ per _____
- Are you available to work:

<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Temporary	<input type="checkbox"/> On-Call
<input type="checkbox"/> Evenings	<input type="checkbox"/> Weekends	<input type="checkbox"/> Overtime	<input type="checkbox"/> Split Shift
<input type="checkbox"/> Holidays	<input type="checkbox"/> Other: _____		
- When would you be available to start working? _____
- How did you hear about the availability of the position for which you are applying?

<input type="checkbox"/> Online Advertisement	<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Current Employee
<input type="checkbox"/> Friend	<input type="checkbox"/> Relative	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Other: _____		
- Have you been given a Job Description, or have the requirements of the job been explained to you? Yes No
 Do you understand these requirements? Yes No
- Can you meet the attendance standard of our company, which requires all employees to report for work on time for all scheduled days or shifts? Yes No

SPECIAL SKILLS AND TRAINING

- Describe specialized training, apprenticeships, skills or research:

- List current certifications and/or professional licenses, if any, and where registered:

- Office/business equipment and software qualified or trained to use:

- Check special skills or training:

<input type="checkbox"/> Reception <input type="checkbox"/> Administrative <input type="checkbox"/> Public/Customer Relations <input type="checkbox"/> Bookkeeping <input type="checkbox"/> Accounting <input type="checkbox"/> Cash Register <input type="checkbox"/> Host/Hostess <input type="checkbox"/> Catering/Banquet Exp.	<input type="checkbox"/> Food Service <input type="checkbox"/> Custodial <input type="checkbox"/> Landscaping <input type="checkbox"/> Equipment Maintenance <input type="checkbox"/> Golf and Country Club Experience <input type="checkbox"/> Greenskeeping
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Please Check Software and List Programs	
<i>(i.e., Word, Excel, etc.):</i>	
<input type="checkbox"/> Word <input type="checkbox"/> Spreadsheet <input type="checkbox"/> Database <input type="checkbox"/> Accounting	_____ <input type="checkbox"/> basic <input type="checkbox"/> adv. _____ <input type="checkbox"/> basic <input type="checkbox"/> adv. _____ <input type="checkbox"/> basic <input type="checkbox"/> adv. _____ <input type="checkbox"/> basic <input type="checkbox"/> adv.

EMPLOYMENT EXPERIENCE

Directions: Begin with your present or last job. Account for all periods of time, including military experience, and periods of unemployment and the nature of your activities. Since we will make every effort to contact previous employers, the correct telephone numbers are appreciated.

THE FOLLOWING MUST BE COMPLETED IN DETAIL– RESUMES ARE NOT ACCEPTED IN LIEU OF THIS INFORMATION.

Employer		Dates Employed		Key Responsibilities
		From	To	
Address				
		Full-Time	Part-Time	
Telephone Number	Supervisor's Name, Title and Telephone Number			
Job Title				
Reason for Leaving: <input type="checkbox"/> Resigned <input type="checkbox"/> Laid off <input type="checkbox"/> Discharged				
Why?				

Employer		Dates Employed		Key Responsibilities
		From	To	
Address				
		Full-Time	Part-Time	
Telephone Number	Supervisor's Name, Title and Telephone Number			
Job Title				
Reason for Leaving: <input type="checkbox"/> Resigned <input type="checkbox"/> Laid off <input type="checkbox"/> Discharged				
Why?				

Employer		Dates Employed		Key Responsibilities
		From	To	
Address				
		Full-Time	Part-Time	
Telephone Number	Supervisor's Name, Title and Telephone Number			
Job Title				
Reason for Leaving: <input type="checkbox"/> Resigned <input type="checkbox"/> Laid off <input type="checkbox"/> Discharged				
Why?				

EDUCATION AND TRAINING

TYPE of SCHOOL	SCHOOL NAME, CITY and STATE	MAJOR	Choose Last Year
High School			<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12
Community College		From: To:	Degree: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 1 <input type="checkbox"/> 2
College/University		From: To:	Degree: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Graduate School		From: To:	Degree: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Business/Trade/Night School		From: To:	Degree: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4

EMPLOYMENT REFERENCES

Name	Business Relationship	Organization/Address	Telephone

CERTIFICATION

DIRECTIONS: PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS APPLICATION FORM.

I understand and agree that if driving is a requirement of the job for which I am applying, my employment and/or continued employment is contingent on possessing a valid driver's license for the state in which I reside and automobile liability insurance in an amount equal to the minimum required by the state.

I understand that San Juan Oaks Golf Club may now have, or may establish, a drug-free workplace or drug and/or alcohol testing program consistent with applicable laws. If the San Juan Oaks Golf Club has such a program and I am offered a conditional offer of employment, I understand that if a pre-employment (post-offer) unlawful drug and/or alcohol test is positive, the employment offer may be withdrawn where allowed by law. I agree to work under the conditions requiring a drug-free workplace, consistent with applicable laws. I also understand that all employees, pursuant to San Juan Oaks Golf Club's policy and laws, may be subject to urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or illegal/controlled drugs. If employed, I understand that alcohol and/or drug testing may be a condition of continual employment and I agree to undergo alcohol/drug testing consistent with the San Juan Oaks Golf Club's policies and applicable laws.

If employed by San Juan Oaks Golf Club, I understand and agree that San Juan Oaks Golf Club, to the extent permitted by law, may exercise its right, without prior warning or notice, to conduct investigations of San Juan Oaks Golf Club property (including, but not limited to, files, lockers, desks, vehicles, and computers) and, in certain circumstances, my personal property. I understand that I have no expectation of privacy in San Juan Oaks Golf Club property.

I certify that all the information on this application, my resume, or any supporting documents I may present during any interview is and will be complete and accurate, to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action, up to and including immediate dismissal.

If hired, I agree to conform to the lawful rules and regulations of San Juan Oaks Golf Club, and I understand that San Juan Oaks has complete discretion to modify such rules and regulations at any time, except that it will not modify its policy of employment at-will unless such agreement is signed by the President of San Juan Oaks Golf Club.

Signature of Applicant _____ Date: _____