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SAN JUAN OAKS GOLF CLUB IS AN EQUAL OPPORTUNITY EMPLOYER

State and federal laws prohibit discrimination in employment because of race, color, national origin, ancestry, sex (including gender), religion, age, mental or physical disability, veteran status, medical condition, marital status, sexual orientation, pregnancy, or any other characteristic protected by federal, state or local law.

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.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Are you at least 18 years old? YES NO If no, can you furnish a work permit? YES NO

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for our company? YES NO If yes, when? _____

Do you have any relatives currently employed by the company? YES NO If yes, who? _____

Are you currently employed? YES NO If yes, may we contact your current employer? YES NO

You may contact my current employer, but only when: _____

Please indicate any language skills, other than English, below

LANGUAGE	READING			SPEAKING			UNDERSTANDING			WRITING		
	FLUENT	GOOD	FAIR	FLUENT	GOOD	FAIR	FLUENT	GOOD	FAIR	FLUENT	GOOD	FAIR

Position

Position Applied for: _____

Position Applied for: _____

Position Applied for: _____

Are you available to work:

Full Time

Part Time

Temporary

On-Call

Evenings

Weekend

Overtime

Split Shift

Other _____

Date Available: _____ Desired Salary/Wage: \$ _____

How did you hear about this position? _____

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 shifts? YES NO

Do you have a reliable source of transportation? 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:

Reception Cash Register Prior Golf/Country Club Experience

Administrative Host/Hostess Greens keeping

Public/Customer Service Catering/Banquet Experience Equipment Maintenance

Bookkeeping Food Service Landscaping

Accounting Custodial

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Graduate School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____

Company: _____ Relationship: _____

Address: _____ Phone: _____

Full Name: _____

Company: _____ Relationship: _____

Address: _____ Phone: _____

Full Name: _____

Company: _____ Relationship: _____

Address: _____ Phone: _____

Disclaimer and Signature

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

I hereby certify that I have personally completed this application and that the answers given by me to the foregoing questions and statements are true and complete and that no material fact has been omitted. I understand that any false statements appearing on this or any other employment form will be sufficient reason to end further consideration of this application and not hire me; if discovered after my employment, such false statement will be sufficient reason for dismissal from the services of San Juan Oaks Golf Club regardless of the time that has elapsed before discovery.

I authorize San Juan Oaks Golf Club or its designated agents to contact my references and to investigate my past employment, credit history, education credentials, Department of Motor Vehicles driving record, and other employment-related activities, without giving me prior notice of such disclosure. I agree to cooperate in such investigations and release those parties supplying such information to San Juan Oaks Golf Club from all liability or responsibility with respect to information supplied to San Juan Oaks Golf Club.

I request, authorize and consent to the procurement of an Investigative Consumer Report and understand that it may contain information about my background, mode of living, character, personal characteristics and general reputation. This authorization in original or copy format, shall be valid for one year from the date indicated next to my signature below. According to the *Fair Credit Reporting Act*, I will be notified if employment is denied because of information obtained from a Consumer Reporting Agency. Additionally, I understand that if requested within 60 days, I will be given a full and accurate disclosure as to the nature and substance of all information provided.

I understand that filing this application in no way assures me a position with San Juan Oaks Golf Club, and that this application is not, and is not intended to be, a contract of employment. I understand that if employed, my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, and at the option of either San Juan Oaks Golf Club or myself. I further understand that no one other than the General Manager of San Juan Oaks Golf Club 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.

If employed by San Juan Oaks Golf Club, I agree to abide by the rules, policies and procedures of San Juan Oaks Golf Club and subsequent rules, policies and procedures that may become effective after employment. I understand that my initial and continued employment may be contingent upon the successful completion of a medical examination, and such examination may include drug and alcohol screening. I understand that San Juan Oaks Golf Club believes strongly in a drug-free work environment and agree to abide by the drug and alcohol policies of San Juan Oaks Golf Club during the time of my employment.

Signature: _____

Date: _____