



EMPLOYMENT APPLICATION

PERSONAL INFORMATION

Last Name: _____ First: _____ M.I.: _____ Date: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Phone #: (____) _____ Email Address: _____
Have you ever applied/worked for here before? Y or N
If yes, elaborate (include date(s)): _____
Are you older than 18? Y or N If No, do you have an employment/age certificate? Y or N
If applying for Bartender, are you over the age of 21 – the legal age to serve liquor? Y or N
If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States? Y or N
Have you been convicted of or pleaded no contest to a felony within the last five years? Y or N
If yes, please describe the crime - state the nature of the crime(s), when and where convicted, and the disposition (final settlement) of the case: _____

POSITION and AVAILABILITY

Position: _____ Desired Salary/Hourly Pay: \$ _____
Employment Type: Full-Time: Y or N Part-Time: Y or N Seasonal Work: Y or N
If applying for seasonal work, indicate your desired employment length:
Start date: ___ / ___ / ___ End date: ___ / ___ / ___

Availability:

*Please list hours you are able to work next to each day of the week. *

Monday: _____ Tuesday: _____ Wednesday: _____ Thursday: _____
Friday: _____ Saturday: _____ Sunday: _____
Minimum # of Desired Hours: _____ Available to work overtime: Y or N

If hired, possible start date: ___ / ___ / ___

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Y or N

If no, describe the functions that cannot be performed: _____

EDUCATION, TRAINING and EXPERIENCE

High School:

High School Name: _____ # of Years Completed: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Did you graduate? Y or N

College/University/Trade School:

School Name: _____ # of Years Completed: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Did you graduate? Y or N Degree / Diploma Earned: _____
Subject(s) Studied: _____

Skills:

Computer Skills (Include Expertise Level): _____
Vocational Skills/Relevant Experience: _____

EMPLOYMENT HISTORY

Please fill in your employment history, including periods of unemployment, starting with the most recent and working backwards in time.

Employer Name: _____ Supervisor: _____
Address: _____ Phone: _____
Job Title: _____ Responsibilities: _____

From: _____ To: _____ Reason for leaving: _____

May we contact this past employer: Y or N

Employer Name: _____ Supervisor: _____
Address: _____ Phone: _____
Job Title: _____ Responsibilities: _____

From: _____ To: _____ Reason for leaving: _____

May we contact this past employer: Y or N

Employer Name: _____ Supervisor: _____
Address: _____ Phone: _____
Job Title: _____ Responsibilities: _____

From: _____ To: _____ Reason for leaving: _____

May we contact this past employer: Y or N

REFERENCES

Please list three persons, not related to you, whom you have known at least three (3) years.

1) Name: _____ Company: _____

Relationship: _____ Address: _____

Phone: _____ Email: _____ Years Acquainted: _____

2) Name: _____ Company: _____

Relationship: _____ Address: _____

Phone: _____ Email: _____ Years Acquainted: _____

3) Name: _____ Company: _____

Relationship: _____ Address: _____

Phone: _____ Email: _____ Years Acquainted: _____

REFERRAL SOURCE

How did you hear about us? Walk in Advertisement Referral Other

Please read carefully before signing.

Old Trail Golf Club operates the Golf Club, Restoration Restaurant and Swim Club as a single employer.

Old Trail Golf Club is an equal opportunity employer. Old Trail Golf Club does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, or military status.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Old Trail Golf Club to hire me. If I am hired, I understand that either Old Trail Golf Club or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Old Trail Golf Club has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Old Trail Golf Club true and complete information on this application. No requested information has been concealed. I authorize Old Trail Golf Club to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date _____ Signature _____

THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE SIGNED/DATED ABOVE.