

# **EMPLOYMENT APPLICATION**

<b>PLEASE PRINT OR TYPE</b>			Today's Date: _____	
_____ <i>First Name</i>	_____ <i>MI</i>	_____ <i>Last Name</i>	_____ <i>Preferred Name/Nickname</i>	
_____ <i>Street Address</i>	_____ <i>Apt #</i>	_____ <i>City</i>	_____ <i>State</i>	_____ <i>Zip Code</i>
_____ <i>Home Phone</i>	_____ <i>Alternate/Work Phone</i>		_____ <i>Email Address</i>	

<b>PLEASE PLACE A CHECK BY YOUR RESPONSE OR PROVIDE THE APPROPRIATE INFORMATION</b>				
<b>Are you interested in:</b>		<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Temporary
<b>What schedule would you prefer?</b>		<input type="checkbox"/> Weekdays	<input type="checkbox"/> Weekends	<input type="checkbox"/> Evenings <input type="checkbox"/> Nights
<b>How did you hear about the position?</b>		<input type="checkbox"/> Classified Ad	<input type="checkbox"/> Friend (Name)	<input type="checkbox"/> Radio <input type="checkbox"/> Internet
<b>Desired Pay:</b>	Hourly Pay (Minimum, if applicable)	\$ _____	Annual Pay	\$ _____ Minimum                      \$ _____ Desired
<b>When are you able to start work?</b>		Date: _____		
<b>In what local area do you prefer to work?</b>		_____		
<b>Position desired:</b>		_____		

<b>PLEASE CHECK YES OR NO TO THE FOLLOWING:</b>	
<b>Are you authorized to work in the United States?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Federal law requires that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with these laws, Town and Country Club will verify the status of every individual offered employment with the Company. In this connection, all offers of employment are subject to verification of the applicant's identity and employment authorization, and it will be necessary for you to submit such documents as are required by law to verify your identification and employment authorization.	
<b>Are you under 18 years of age?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, can you furnish a work permit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are you capable of performing the essential functions of the job for</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

*Town and Country Club is an equal opportunity employer and does not discriminate against any applicant or employee because of race, color, religion, sex, national origin, disability, age, or military or veteran status in accordance with federal law. In addition, Town and Country Club complies with applicable state and local laws governing non-discrimination in employment in every jurisdiction in which it maintains facilities. Town and Country Club also provides reasonable accommodation to qualified individuals with disabilities in accordance with applicable laws.*

**PLEASE LIST YOUR WORK EXPERIENCE BELOW (MOST RECENT JOB FIRST)**

	COMPANY NAME			YOUR POSITION and TITLE	
FROM ____ / ____ Month      Year	NO. & STREET			SUPERVISOR'S NAME, TITLE and POSITION	
TO ____ / ____ Month      Year	CITY	STATE	ZIP CODE	SUPERVISOR'S TELEPHONE NUMBER	
	TYPE OF BUSINESS				
	TELEPHONE NUMBER (      )		TERMINATION ___ VOLUNTARY ___ INVOLUNTARY		REASON
	BRIEFLY DESCRIBE YOUR <u>MAJOR DUTIES</u> AND <u>REASON(S) FOR TERMINATION</u>				
	COMPANY NAME			YOUR POSITION and TITLE	
FROM ____ / ____ Month      Year	NO. & STREET			SUPERVISOR'S NAME, TITLE and POSITION	
TO ____ / ____ Month      Year	CITY	STATE	ZIP CODE	SUPERVISOR'S TELEPHONE NUMBER	
	TYPE OF BUSINESS				
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TO ____ / ____ Month      Year	CITY	STATE	ZIP CODE	SUPERVISOR'S TELEPHONE NUMBER	
	TYPE OF BUSINESS				
	TELEPHONE NUMBER (      )		TERMINATION ___ VOLUNTARY ___ INVOLUNTARY		REASON
	BRIEFLY DESCRIBE YOUR <u>MAJOR DUTIES</u> AND <u>REASON(S) FOR TERMINATION</u>				

**EDUCATION:**

NAME AND ADDRESS OF SCHOOL	MAJOR SUBJECT	DID YOU GRADUATE?	TYPE OF DEGREE OR DIPLOMA
HIGH SCHOOL OR PREP			
COLLEGE			
COLLEGE OR GRADUATE			
OTHER			

**PROFESSIONAL DESIGNATIONS:**

DESIGNATION	ORGANIZATION GRANTING DESIGNATION	DATE COMPLETED
DESIGNATION	ORGANIZATION GRANTING DESIGNATION	DATE COMPLETED

**PROFESSIONAL LICENSES:**

TYPE OF LICENSE	STATE GRANTING LICENSE	LICENSE NUMBER
TYPE OF LICENSE	STATE GRANTING LICENSE	LICENSE NUMBER

**REFERENCES: Please list three professional references**

NAME	RELATIONSHIP	COMPANY	PHONE/ALTERNATE PHONE

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**PLEASE READ CAREFULLY BEFORE SIGNING APPLICATION**

I have submitted the attached form to the company for the purpose of obtaining employment. I acknowledge that the use of this form, and my filling it out, does not indicate that any positions are open, nor does it obligate the company to further process my application.

My signature below attests to the fact that the information that I have provided on my application, resume, given verbally, or provided in any other materials, is true and complete to the best of my knowledge and also constitutes authority to verify any and all information submitted on this application. I understand that any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed, termination from the Company's employ.

Background Check: If an offer of employment is extended, I understand the employment offer is contingent on a background check. I understand and agree that the results of my reference and background checks may affect the employment decision of TOWN & COUNTRY CLUB, and I hereby release TOWN & COUNTRY CLUB from any and all claims which may result from my reference and background check results.

I also affirm that I have not signed any kind of restrictive document creating any obligation to any former employer that would restrict my acceptance of employment with the Company in the position I am seeking.

***I understand that this application is not an employment contract for any specific length of time between the Company and me, and that in the event I am hired, my employment will be "at will" and either the Company or I can terminate my employment with or without cause and with or without notice at any time. Nothing contained in any handbook, manual, policy and the like, distributed by the Company to its employees is intended to or can create an employment contract, an offer of employment or any obligation on the Company's part. The Company may, at its sole discretion, hold in abeyance or revoke, amend or modify, abridge or change any benefit, policy practice, condition or process affecting its employees.***

References: I hereby authorize the company and its agents to make such investigations and inquiries into my employment and educational history and other related matters as may be necessary in arriving at an employment decision.

Temporary/Contract Employment: If employed as a temporary or contract employee, I understand that I may be an employee of the company. If employed, I further understand that my employment is not guaranteed for any specific time and may be terminated at any time for any reason.

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_