



EMPLOYMENT APPLICATION

Please Print

| Date | Last Name | First Name | Initial |
|-----------------|----------------------|----------------|----------|
| Present Address | | | |
| Number & Street | | City / State | Zip Code |
| () | () | | |
| Home Phone | Cell / Other Phone # | E-mail address | |

EMPLOYMENT DESIRED

Position applying for: _____ FT _____ PT _____ Temp _____

Are you available for work on: Weekends Evenings Holidays Overtime

If hired, what date can you start work? _____

PERSONAL INFORMATION

Have you ever applied to or worked for Eldorado Country Club before? Yes No If so, when?

Do you have any friends or relatives working for Eldorado Country Club? Yes No

If yes, state name (s): _____
Name

(Note: We may refuse to hire relatives of present employees if doing so could result in actual potential problems in supervision, security, safety, or morale, or if doing so could create conflicts of interest.)

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

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

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?
 Yes No

If no, describe the function(s) that cannot be performed:

(Note: We comply with the ADA 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

| School | Name / Address | Number of Years Completed | Did you Graduate? | Degree or Diploma |
|----------------------|---|---------------------------|--|-------------------|
| High School | _____ Name _____ Address _____ City State Zip Code | _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |
| College / University | _____ Name _____ Address _____ City State Zip Code | _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |

Other/Vocational/Business

Name

Yes No

Address

City

State

Zip Code

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying

COMPUTER SKILLS (Check appropriate boxes. Include software titles and years of experience.)

Word Processing _____ Years _____

Internet _____ Years _____

Spreadsheet _____ Years _____

PowerPoint _____ Years _____

E-mail _____ Years _____

Other _____ Years _____

Other Software _____ Years _____

Other _____ Years _____

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

| NAME | OCCUPATION | TELEPHONE | NUMBER OF YEARS ACQUAINTED |
|-------|------------|-----------|----------------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

EMPLOYMENT HISTORY

List below all present and past employment starting with your most recent employer. Account for all periods of unemployment.

You must complete this section even if attaching a resume.

Name of Employer

Telephone Number

Type of Business

Your Supervisor's Name

Address

City

State

Zip Code

Dates of Employment: _____ to _____

Your Position and Duties

Reason for Leaving

What did you like most about your position?

What were the things you liked least about the position?

May we contact this employer for a reference? Yes _____ No _____

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Reason for Leaving

What did you like most about your position?

What were the things you liked least about the position?

If not addressed on previous pages, have you ever been fired or asked to resign from a job? Yes _____ No _____

If yes, please explain:

Explain any gaps in your employment other than those due to personal illness, injury or disability.

Please Read Carefully, Initial Each Paragraph and Sign /Date 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 Eldorado Country Club to 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 Eldorado 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 Eldorado Country Club, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I understand that Eldorado Country Club may require applicants for employment to take a urinalysis for drug and alcohol screening as part of the selection process, and that any offer of employment with Eldorado Country Club is contingent upon the results of these tests being satisfactory. I understand that if I am employed with Eldorado Country Club, it may require that I submit to a drug and/or alcohol screen if I am involved in an on-the-job accident or if Eldorado Country Club has reasonable suspicion that I am under the influence of drugs or alcohol; and I hereby authorize the release of these drug screen results to Eldorado Country Club.

_____ 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 me and Eldorado Country Club. 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 Eldorado Country Club, and that no promises or representations contrary to the foregoing are binding on Eldorado Country Club unless made in writing and signed by me and the Eldorado Country Club designated representative.

_____ In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

Date

Applicant's Signature

We Are An Equal Employment Opportunity Employer