



Las Posas Country Club

EMPLOYMENT APPLICATION

NAME

DATE

ADDRESS

PHONE NUMBER

Are you legally eligible to work in the United States? Yes or No (please circle one)
(Proof of citizenship or legal immigration status will be required upon employment)

Are you at least 18 years of age? Yes or No (please circle one)
If under 18, can you submit a work permit? Yes or No (please circle one)

POSITION DESIRED

DESIRED RATE OF PAY

Do you want to work: Full time Part time Temporary Weekends (please circle one)

Hours available to work:

Sun	Mon	Tues	Wed	Thurs	Fri	Sat

Why do you want to work at Las Posas Country Club? _____

Education: Please circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 **College** 1 2 3 4

NAME OF LAST SCHOOL ATTENDED

DEGREE/LICENSE HELD

Which computer programs are you literate in? _____

Which languages, other than English, do you speak fluently? _____

EMPLOYMENT HISTORY

Please list your positions of the past ten years, beginning with most recent employer.

If necessary, use an additional sheet.

May we contact your present employer? Yes or No (please circle one)

Employer (most recent)		Telephone	
Address		Dates of Employment	
Starting Salary	Position	Ending Salary	Position
Description of Duties			
Reason for Leaving			
Name & Title of Supervisor			

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Address		Dates of Employment	
Starting Salary	Position	Ending Salary	Position
Description of Duties			
Reason for Leaving			
Name & Title of Supervisor			

Personal References

Please provide the following information of three individuals who will act as personal references:

Name	Address	Telephone #	Relationship

Federal Law prohibits the company from hiring any person unless he/she presents documents (i.e driver's license, social security card, etc...), which establish his/her identity and eligibility to work in the United States. Therefore, the company will require that each new hire present such documents as a condition of employment.

Las Posas Country Club is an Equal Opportunity Employer and does not discriminate in hiring or employment, in accordance with the requirements of all applicable State and Federal laws, on the basis of race, color, creed, sex, national origin, age, and physical or mental disability unrelated to job requirements.

You are not required to disclose information about physical or mental disabilities; however, you may suggest the kind of accommodation that you believe would be appropriate for consideration by Las Posas Country Club.

I understand that an investigative consumer report may be made concerning my character, reputation, personal characteristics, and mode of living. I will willingly consent to and authorize that such a report be made, which may include information regarding my credit. Information as to the nature and scope of this report may be obtained upon written request by me.

The use, possession, or being under the influence of illegal drugs or alcohol while on Company time is prohibited and will result in disciplinary action, up to and including termination of employment. I hereby agree to submit to any lawful drug or integrity testing or post-offer medical examinations that may be required as a condition of employment and understand that refusal to submit to such testing during the course of my employment may result in disciplinary action, up to and including, discharge. I authorize any physician, hospital, laboratory, or collection site to release to Las Posas Country Club the results of any test or examination or other information, which may be necessary to determine my ability to perform the duties of a job for which I am being considered, prior to employment or in the future during my employment with Las Posas Country Club.

I understand that any misrepresentation or omission made in this application will be sufficient cause for cancellation of this application and/or for my termination from employment with Las Posas Country Club. I certify that, if employed by Las Posas Country Club, I will abide by all company rules and regulations. I certify that I have read the above statements and that the statements I have made on this application are true and correct. I understand that Las Posas Country Club is in no way obliged to provide employment and that I am in no way obligated to accept employment. I understand that my employment is terminable-at-will, that I am not being employed for any specified time, and that this application is not, and is not intended to be, a contract for current or continued employment.

Signature

Date
