



Chartiers

Chartiers Country Club Application for Employment

Chartiers Country Club makes all personnel decisions, including hiring, on job related factors such as skill, ability, availability, licensure, reliability and productivity. Chartiers Country Club does not discriminate on the basis of age, race, color, creed, national origin or disability. We are a drug-free workplace.

Instructions: Complete all sections of this application. Only originals of this form completed on the premises will be accepted. Applications are considered for a sixty (60) day period and only for positions identified as desired. If you wish to be considered after 60 days from the date of your application, please reapply. Please do not include information not relevant to your ability to perform the work, such as political affiliations, age, race, sex, national origin, or non-job related disability, union affiliation and the like or your application will not be considered.

Personal Information

Date _____

Name _____ Social Security # _____
Last First Initial

Current Address _____
Street City State Zip

Permanent Address _____
Street City State Zip

Phone Number (____) _____ Are You 18 Years of Age or Older? Yes No

Are you a U.S. citizen, lawful permanent resident or otherwise authorized to work in the U.S. without restriction? Yes No

You must provide proof of identity and employment eligibility upon hire in accordance with the Immigration Reform and Control Act.

Employment Desired

Position(s) _____ If offered a job, when could you begin? _____

What is the approximate salary that you expect to be paid? \$ _____ per _____

Do you desire: Full Time Part Time Temporary On Call
 Day Evening Nights Rotate Weekends

In A Typical Week, List the Hours You Are Available To Work Each Day Below:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

How did you hear about a job with us? _____

Education	Name & Location Of School	Last Year Completed	Did You Graduate?	Subjects Studied
Grammar School				
High School		9 10 11 12		
College		1 2 3 4		
Trade, Business, Or Other School				

General

What Special Skills do you have? _____

What Computers have you Operated? _____

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Experience

Are you employed now? Yes No If so, may inquire of your present employer? _____

Have you ever served in the armed forces of the United States? Yes No

If yes, state: Branch _____ Date Entered _____ Date Discharged _____

Rank or Rate _____ Service Schools or Special Experience _____

Are You Presently in the National Guard or Reserves? _____

Have you ever been fired, involuntarily terminated or asked to resign from a job? Yes No

If Yes, please explain _____

Is there any reason you may not be able to work on a regular basis and report to work on time? Yes No

Below, please list your experience since high school. Do not leave any gaps. List current situation first. If necessary, attach additional sheets.

Please include periods of unemployment. This section must be completed even if you submit a resume.

Dates Month/Year	Name and Address of Employer Name of Immediate Supervisor	Phone #	Position	Salary	Reason for leaving
From To					
From To					
From To					
From To					
From To					
From To					
From To					
From To					
From To					

Have you ever applied to Chartiers Country Club before? Yes No When? _____

Have you ever worked at Chartiers Country Club before? Yes No When? _____

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If Yes, Why did you leave Chartiers Country Club? _____

What Professional and Job-Related Activities do you participate in? _____

(Exclude Organization the name of which or character of which indicates the race, creed, color, religion or national origin of its members)

References

Below, Please List the Names of Three Persons We May Contact For A Reference. Do Not List Relatives, Clergy or Former Employers.

Name	Address	Occupation	Phone # Day & Night	# of Years Acquainted
1.				
2.				
3.				

Complete this section only if you have ever been convicted of a felony or misdemeanor.

List every felony conviction with date and jurisdiction. List all other convictions involving assault, arson, unlawful restraint, burglary, robbery, forgery, and any other convictions for offenses against persons or property. Do not include convictions for summary offenses. It is your responsibility to ensure that all convictions requested above are properly reported. Conviction of a crime is not an automatic bar to employment. All circumstances will be considered. List any circumstances that you believe should be considered. If you have any questions as to whether a conviction should be listed, please obtain clarification from the management before submitting this application.

Authorization to Provide Information and Release of Providers

I authorize all my previous employers, education institutions, or personal references to provide Chartiers Country Club information regarding my personal character, habits, or employment records, including salary history. I hereby release Chartiers Country Club and any and all persons or organizations contacted by Chartiers Country Club from all claims or causes of action arising out of the release of information to Chartiers Country Club for verification of the information I have provided in this Application. I authorize Chartiers Country Club to use copies of this Release of Providers.

Print Name

Signature

Date

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**Please Read and Acknowledge the Following Statement
by Initialing After Each Paragraph and Signing Below**

My signature and initials below indicate that I have read, understand and agree to the following:

(PLEASE INITIAL EACH PARAGRAPH)

- I have provided true and complete information in this application. Incomplete or false information, whenever discovered, may terminate my employment or consideration for employment. _____
- I authorize Chartiers Country Club to verify my suitability for employment and the information provided in this application with any person or organization listed in this application, including, but not limited to, criminal and credit history and motor vehicle driving records. _____
- In exchange for Chartiers Country Club's consideration of this application, I release Chartiers Country Club and any persons, employers or organizations listed in this application from all claims or liability for providing information or opinions to Chartiers Country Club. _____
- If I am offered employment at Chartiers Country Club, it may be conditioned upon passing a complete medical examination. I consent to such a medical examination including all tests believed by Chartiers Country Club to be helpful in evaluating my suitability for employment. I release all medical information requested by Chartiers Country Club to help it determine my capability to do the work for which I am applying. _____
- I understand that if I sustain an injury or illness in the employment of Chartiers Country Club that Chartiers Country Club shall be entitled to receive reports and records of medical and related examinations and treatment and I authorize any and all physicians, medical examiners, hospitals and treatment facilities to provide Chartiers Country Club with full and complete reports and records covering such examinations, conditions, care and treatment related to or resulting from such alleged illness or injury. _____
- I understand that use of illegal drugs and/or abuse of controlled substances is prohibited during employment. _____
- I may be required to pass a drug screening exam. I consent to pre and/or post employment drug screening. _____
- I understand that I will be required to possess a valid and current applicable state driver's license if my position requires me to drive in the course of my work. _____
- Neither this application nor subsequent employment creates a contract or a guaranty of employment for any period of time. Employment at Chartiers Country Club continues only as long as both I and Chartiers Country Club desire. Any modification of this arrangement must be in writing authorized by the Board of Directors of Chartiers Country Club and signed by the President of Chartiers Country Club. _____
- This application shall remain active for sixty (60) days from today's date. _____
- Regardless of my starting work schedule, I may be asked to work different shifts, weekends, and holidays. A refusal to do such work may result in my dismissal. My position with Chartiers Country Club is my primary job. Schedule conflicts or continued unavailability to work may lead to discipline including termination. _____
- I understand that Chartiers Country Club's acceptance does not constitute an offer of employment and that my application may or may not be accepted by Chartiers Country Club at its discretion. _____
- No representative of Chartiers Country Club has made any representations or promises regarding my employment. _____
- If employed, I will follow all of Chartiers Country Club's policies. My failure to do so could result in dismissal. _____

Signature _____ Date _____