



*An Equal Opportunity Employer*

**APPLICATION FOR EMPLOYMENT**

Equal access to programs, services and employment is available to all persons, regardless of race, color, religion, gender, national origin, age, marital status, disability or any other legally protected characteristic under federal, state and local law. Those applicants requiring reasonable accommodation for the application and/or interview process should notify the Human Resources Department.

Position(s) applied for ..... Date of application ..... / ..... / .....

Name: ..... Social Security # .....

Last                      First                      Middle

Address:.....

Street                      City                      State                      Zip Code

Telephone # (.....) ..... Secondary # (.....) ..... Email Address .....

Has a current employee Referred you? **If Yes**, indicate name:.....

If you are under 18, and it is required, can you furnish a work permit?.....  YES  NO

If **NO**, please explain.....

Have you ever been employed here before?.....  YES  NO

If **YES**, please give dates & position.....

Are you legally eligible for employment in this country?.....  YES  NO

Date available for work ..... / ..... / .....                      What is your desired pay rate? \$.....

Type of employment desired:  Full-Time (**30 hrs/week minimum**)  Part-Time  Temp/Contract  Internship

Are there any days, shifts or hours that you cannot work? .....

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Do you have any relatives or friends currently employed at Coral Ridge Country Club?  YES  NO

If **YES**, Name of person:.....

Have you ever pled guilty or "no contest" to a crime, been convicted of a crime, had adjudication withheld, prosecution deferred or do you have any criminal charges pending?  YES  NO

If **YES**, please give dates and details of each:.....

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### EMPLOYMENT HISTORY

**Please complete entire section, even if resume is attached. Resumes will not be accepted in lieu of the below. Starting with your most recent employer, please provide the following:**

**Name of Employer:** \_\_\_\_\_ Type of Business \_\_\_\_\_  
Street Address \_\_\_\_\_ Telephone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ May we contact?  YES  NO  
Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Job Title: \_\_\_\_\_  
Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Supervisor's Telephone: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_

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Street Address \_\_\_\_\_ Telephone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ May we contact?  YES  NO  
Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Job Title: \_\_\_\_\_  
Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Supervisor's Telephone: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_

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Street Address \_\_\_\_\_ Telephone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ May we contact?  YES  NO  
Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Job Title: \_\_\_\_\_  
Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Supervisor's Telephone: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Have you had any additional employment other than that listed here?  YES  NO  
**If yes**, please explain when, where, what? .....

Have you ever been discharged or asked to resign from a former employer?  YES  NO  
**If yes**, please explain circumstances? .....

**SKILLS AND QUALIFICATIONS**

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 box and include software titles and years of experience.)**

Word Processing ..... Years: .....  E-mail ..... Years: .....

Spreadsheet ..... Years: .....  Internet ..... Years: .....

Presentation ..... Years: .....  Other ..... Years: .....

**EDUCATION**

Type of Education	Name/City/State of Facility	Subject Studied	Graduate Y/N	Year Completed	Degree Awarded
High School					
College/University					
Trade or Business School					
Other:					

**PROFESSIONAL REFERENCES**

Name .....

Phone ..... Relationship ..... Years known .....

Name .....

Phone ..... Relationship ..... Years known .....

Name .....

Phone ..... Relationship ..... Years known .....

**APPLICANT STATEMENT**

I authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references, employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using information obtained in a lawful manner in the hiring process.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant. I understand that this application remains current for one year. At the conclusion of that time, if I have not received a response and still wish to be considered, it will be necessary for me to reapply.

I understand that if I am offered employment, after the conditional job offer and before my employment begins, the Club may require a pre-employment drug test to which I must consent. I understand that either refusal to submit to the test or failure to meet the standards set by the Drug-Free Workplace Policy may result in one of the following: Voiding of the conditional job offer, suspension or termination.

If I am hired, I understand that my employment is governed by applicable law and is for no definite period of time and may, regardless of date of payment of any wages and salary, be terminated at any time, with or without cause and with or without prior notice, and that I as the employee, reserve the same rights to terminate my employment at any time, with or without cause and with or without prior notice. I agree to give the Club two weeks (non-exempt), four weeks (exempt) prior notice of resignation in writing. It is understood that the Club may supply upon request to any prospective employer, a complete record of my employment with no liability to the Club or any of its staff. I understand that I have no expectation of privacy with regard to any property owned or operated by the Club, including equipment, computer data (whether generated by me or by others), including voice-mail and e-mail, storage, desk and locker, all of which are subject to repair, upgrading or inspection at any time. I further understand that I may be asked to submit for inspection all personal belongings, including uniforms, which I wear or bring to the job-site. If illegal or unauthorized drugs, alcohol, firearms, weapons or stolen property are found during an inspection, or if I refuse to submit to a search of my effects, I will be required to vacate the premises immediately and may be disciplined up to and including discharge. I agree to conform to the policies and practices of this Club and acknowledge that policies may be changed, interpreted, withdrawn or added to at any time, at the Club's sole option with or without any prior notice to me.

I understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that if I am employed, a photograph may be later required for attachment to my personnel file.

I hereby certify that all information provided by me in order to apply for and secure work, including the data provided on this application, is true and correct and that I have not knowingly withheld any facts and circumstances that would, if disclosed, affect my application or continued employment. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect will be sufficient cause to eliminate me from further consideration of employment and may result in immediate discharge from the employer's service.

**I certify that I have read, fully understand and accept all terms of the foregoing statement.**

Signature of Applicant ..... Date .....