



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) and relationship: _____
Name Relationship

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

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? 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.)

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.

Criminal History: Have you ever been convicted of a criminal offense (felony or misdemeanor)? (Please do not list misdemeanor convictions for marijuana-related offenses that are more than two years old, infractions, records relating to diversion programs, or convictions that have been judicially dismissed or ordered sealed pursuant to law.) Yes No

If yes, state nature of the crime(s), when and where convicted, and disposition of the case. _____

(Note: A "yes" answer will not necessarily disqualify you from the position. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

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 _____ Address _____ City _____ State _____ Zip Code _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

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.)

<input type="checkbox"/> Word Processing _____ Years _____	<input type="checkbox"/> Internet _____ Years _____
<input type="checkbox"/> Spreadsheet _____ Years _____	<input type="checkbox"/> PowerPoint _____ Years _____
<input type="checkbox"/> E-mail _____ Years _____	<input type="checkbox"/> Other _____ Years _____
<input type="checkbox"/> Other Software _____ Years _____	<input type="checkbox"/> 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?

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?

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?

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 the Eldorado Country Club ("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 the 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 the 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 the 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 the Club is contingent upon the results of these tests being satisfactory. I understand that if I am employed with the 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 the 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 the 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 the 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 the Club, and that no promises or representations contrary to the foregoing are binding on the Club unless made in writing and signed by me and the Club's designated representative.

_____ Should a search of public records be conducted by internal personnel employed by the Club, I am entitled to copies of any such public records obtained by the Club unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below. "Public records" are defined by California state law and means records documenting an "arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment." (Civil Code section 1786.53) Any public records request conducted by internal personnel employed by the Club will only be used to the extent allowed by federal, state, or local law.

_____ 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.

I waive receipt of a copy of any public record described in the paragraph above.

Date

Applicant's Signature

We Are An Equal Employment Opportunity Employer