



# St. Andrews

GOLF & COUNTRY CLUB

St. Andrews Golf & Country Club considers all applicants for employment without regard to race, color, religion, sex, national origin, age, handicap or disability, or status as a Vietnam-era or special disabled veteran in accordance with federal law. In addition, the Company complies with applicable state and local laws prohibiting discrimination in employment in every jurisdiction in which it maintains facilities.

## Application for Employment

### PERSONAL INFORMATION

Name: \_\_\_\_\_ Social Security # will be required if hired.

Current Address: \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell Phone# \_\_\_\_\_

Position Applying For: \_\_\_\_\_ Date you can start: \_\_\_\_\_

- Bartender, Half-Way-House, Tee-Side Grill - Are you over the age of 21? \_\_\_\_\_
- Course Maintenance, Practice Center, Bar or Restaurant Wait Staff - Are you over the age of 18? \_\_\_\_\_
- Positions not listed above - Are you over the age of 16? \_\_\_\_\_

\_\_\_\_ Seasonal Full Time \_\_\_\_ Seasonal Part Time (If part time, specify desired hours): \_\_\_\_\_

St. Andrews operates 7 days a week (including most holidays) using two (2) shifts. Are there any days/hours that you cannot work? If yes, please specify. \_\_\_\_\_

Can you work in the spring? \_\_\_\_ If yes, what time? \_\_\_\_\_

Can you work in the fall? \_\_\_\_ If yes, what time? \_\_\_\_\_

Is there anything that would prevent you from performing in a reasonable and safe manner any of the activities involved in the position for which you have applied? \_\_\_\_ if yes, please explain \_\_\_\_\_

### LEGAL

Federal laws require that employers hire only individuals who are authorized to be lawfully employed in the United States. In accordance with such laws, all offers of employment are subject to verification of the applicant's identity and employment authorization, and it will be necessary for you to submit such documents as are required by law to verify your identification and employment authorization upon employment.

Are you authorized to work for any employer in the United States on a full-time basis, or only for your current employer? \_\_\_\_ Any employer \_\_\_\_ Current employer only

\* Have you ever been convicted of a crime other than a minor traffic violation? \_\_\_\_ If yes, explain offense and final disposition: \_\_\_\_\_

*\* A conviction record will not necessarily be a bar to employment. This information will be used only for job-related purposes and only to the extent permitted by applicable law.*

### EDUCATION

	Name & Location	Degree	Years Attended	Graduated
High School				
College				
Graduate School				
Other				

## EMPLOYMENT HISTORY

List employment starting with your most recent position. Account for any gaps in your employment.

May we contact your present employer? \_\_\_\_\_ Please indicate if you were employed under a different name.

1) Name of employer: \_\_\_\_\_

Employer's phone # \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Position Held \_\_\_\_\_

Supervisor's name & title \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

2) Name of employer: \_\_\_\_\_

Employer's phone # \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Position Held \_\_\_\_\_

Supervisor's name & title \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

3) Name of employer: \_\_\_\_\_

Employer's phone # \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Position Held \_\_\_\_\_

Supervisor's name & title \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Have you ever worked for, or are you currently employed at, St. Andrews?** \_\_\_\_\_

## PRE-EMPLOYMENT STATEMENT

*(Please read carefully and sign the statement below.)*

I understand and agree that:

- The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, can be justification of refusal of employment, or, if employed, termination from the Company's employ.
- Any offer of employment I may receive from the Company is contingent upon my successful completion of the Company's total pre-employment screening process, including the Company's receiving references that it considers satisfactory.
- I authorize any request that all of my present and former employers furnish information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications for employment, hereby releasing them from any and liability for damages arising from furnishing the requested information.
- In consideration of my employment, I agree to comply with the policies, rules, regulations, and procedures of the Company, and understand that my employment and compensation can be terminated with or without cause or notice, at any time, at the option of either the Company or myself. I further understand that no manager or representative of the Company, other than the President, General Manager or the Assistant General Manager, has any authority to enter into any agreement with me for employment for any specified period of time or to make any agreement different from or contrary to the foregoing. I further understand that any such agreement, if made, shall not be enforceable unless it is in writing and signed by me and by one of the individuals designated above.

Signature \_\_\_\_\_

Date \_\_\_\_\_