

TAM-O-SHANTER COUNTRY CLUB

APPLICATION FOR EMPLOYMENT

The following information is requested in order to help us make the best possible placement within the Club. All portions of this application pertaining to you must be completed. We appreciate the time you spend in filling in this application form. The Club, in accordance with State and Federal laws, does not discriminate on the basis of age, race, religion, color, sex, national origin, marital status, physical or mental disability or other legally protected and applicable classifications.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

PLEASE PRINT

Date:

This application will remain current for 90 days. Please reapply thereafter if you continue to wish to be considered for employment.

PERSONAL INFORMATION			
Social Security No.		Phone No.	
		Email Address:	
Last Name	M.I.	First Name	
Present Address			Apt./Unit
City	State	Zip	
Permanent Address			Apt./Unit
City	State	Zip	
Have you attained the age of 18? Yes <input type="checkbox"/> No <input type="checkbox"/>		Are you legally entitled to work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If related to anyone in our employ, state name:		How were you referred to the Club?	

EMPLOYMENT DESIRED	
Position	<input type="checkbox"/> Full Time <input type="checkbox"/> Temporary <input type="checkbox"/> Part Time
Date you can start	Wage/Salary Desired \$
Are you on a layoff and subject to recall? <input type="checkbox"/> Yes <input type="checkbox"/> No	Can you work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you agree to work any shift to which you are assigned? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will you work nights, Saturdays, Sundays, or holidays when assigned? <input type="checkbox"/> Yes <input type="checkbox"/> No

Please indicate specific hours you are available to work on the following days:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

What method of transportation will you use to get to work?
Have you previously completed an application and/or been interviewed by Tam-O-Shanter Country Club? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever worked at Tam-O-Shanter Country Club before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?

FORMER EMPLOYERS (List below last four employers, starting with your present or last job)

Date, Month and Year	Name and Address of Employer	Telephone Number	Rate Per Hour/ Weekly	Position	Supervisor's Name	Reason For Leaving
From/To						
From/To						
From/To						
From/To						

EDUCATION

Education	Name and Location Of School	Years Attended	Degree	Subjects Studied/Major
High School				
College				
Trade Business, Correspondence School				
Percent of college expenses earned:	Source:	Work %	Scholarship %	Other %
Are you currently continuing your education? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how?				
Please explain any gaps in your employment history				

CLERICAL APPLICANTS ONLY

Typing Speed: _____ wpm	Shorthand Speed: _____ wpm
List machines, computers and programs you can operate:	
_____	_____
_____	_____
_____	_____

LICENSES, CERTIFICATES AND SKILLS

IF YOU HAVE AN ACTIVE LICENSE OR CERTIFICATE FOR A TRADE, CRAFT, OR PROFESSION, PLEASE COMPLETE INFORMATION BELOW:

Name of License or Certificate	Trade, Craft, Profession	Date Issued	Issued By
Check Other Skills Acquired:			
Electrician <input type="checkbox"/>	Landscape Architecture <input type="checkbox"/>	Maintenance <input type="checkbox"/>	
Food Preparation <input type="checkbox"/>	Mechanic <input type="checkbox"/>	Other _____	

REFERENCES	
List below the names of two persons not related to you, whom you have known at least one year.	
Name	Years Acquainted
Address	Phone
Name	Years Acquainted
Address	Phone

GENERAL ALL APPLICANTS PLEASE COMPLETE	
Have you ever been fired or asked to resign? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain when, where and why?
Did you receive any discipline in the last 12 months of active employment? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain	
Have you ever lost your driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain	
Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain (criminal conviction is not an absolute bar to employment)	
Are there any felony charges pending against you? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain	
Veteran of U.S. Military Service? <input type="checkbox"/> Yes <input type="checkbox"/> No Branch _____ Dates of Service From _____ to _____ Presently serving in National Guard or Reserve? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Can you perform the job for which you are applying with or without accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you currently use illegal drugs? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what kinds of illegal drugs?	
Are you at this moment under the influence of any illegal drugs? <input type="checkbox"/> Yes <input type="checkbox"/> No	
List any hobbies or special interests or activities	

CASE OF EMERGENCY, NOTIFY			
Name		Phone No.	Email Address
Address	City	State	Zip Code
Relationship	Place of Employment		

PLEASE READ BEFORE SIGNING

I certify that the information contained in this application is true, complete and correct and understand and agree that any falsification, misleading statement or omission of fact of this information in any respect may result in disqualification from further consideration for employment or dismissal in accordance with the policies of Tam-O-Shanter Country Club. I authorize any entity or person listed above to give you any and all information and records concerning my previous employment and any pertinent information they have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing this information to you. I also authorize any inquiries as to my character, reputation and ability and release those supplying any such information from all liabilities.

I understand that in processing this employment application, Tam-O-Shanter may request a police and/or credit report about me. I further understand that I have the right to request Tam-O-Shanter to completely and accurately

disclose to me the content of those reports and that such a request must be made in writing to the General Manager within a reasonable time after I have submitted this application.

I recognize and agree that if I am employed I will conform to the policies, rules and regulations of Tam-O-Shanter Country Club. I also understand and agree that my employment and compensation may be terminated at any time for any reason, with or without notice and with or without cause at the option of either Tam-O-Shanter or myself and that I am an employee at will. I further understand that, if employed, my salary, benefits, conditions of employment and the rules and regulations to which I am subject may be changed by Tam-O-Shanter at any time.

I understand that Tam-O-Shanter reserves the right to require that an offer of employment is conditioned upon the results of a medical examination, including but not limited to, any drug screening tests and completion by myself of a health evaluation form. If offered employment, I understand that if I am a qualified individual with a disability or in need of a reasonable accommodation for employment, I must notify Tam-O-Shanter in writing within 182 days after the need to accommodate is known. This, however, does not waive my rights under the Americans With Disabilities Act, as amended.

I further recognize that nothing in any documents published by Tam-O-Shanter shall in any way modify the above conditions and that these conditions cannot be modified in any way by any oral or written representations made by anyone employed by Tam-O-Shanter, except by a written agreement signed by its President and by me.

Date _____

Signature _____