



# EMPLOYMENT APPLICATION

## WE ARE AN EQUAL OPPORTUNITY EMPLOYER

We receive applications and hire without regard to race, color, sex, religion, age, national origin, marital status, disability, genetic information, veteran status, citizenship status, or any other protected category. Receipt of this application does not mean that job openings exist and does not obligate us in any way. We appreciate your interest in San Jose Country Club.

## PERSONAL INFORMATION

Full Name (Last, First, Middle Initial) \_\_\_\_\_

Email address \_\_\_\_\_ Home or best phone \_\_\_\_\_

Present address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ How long have you lived at this address? \_\_\_\_\_

Previous address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ How long did you live at this address? \_\_\_\_\_

Are you over the age of 18?  Yes  No If no, employment is subject to verification that you are of minimum legal age.  
Are you currently eligible to work in the US?  Yes  No Can you provide documentation that you are legally eligible to work in the US?  Yes  No

## EMPLOYMENT INFORMATION

Position applying for \_\_\_\_\_ Date available to begin work: \_\_\_\_\_

Have you ever applied for a job with us before?  Yes  No **Type of employment**  Full Time  Part Time  Temporary

What days are you available to work?  Mon  Tue  Wed  Thu  Fri  Sat  Sun

What hours are you available to work? \_\_\_\_\_

What rate of pay do you expect? \_\_\_\_\_

Have you ever been bonded?  Yes  No Have you ever been refused bond  Yes  No

If yes, explain & provide date \_\_\_\_\_

Have you ever been convicted of a crime, pled no contest or had adjudication withheld?  Yes  No

If yes, explain & provide date \_\_\_\_\_

Do you use illegal drugs?  Yes  No **Please note we are drug-free workplace.**

Does your present employer know of your plans to change employment?  Yes  No

Why do you desire to make a change? \_\_\_\_\_

Have you ever held a position of trust (handling money or confidential material)?  Yes  No

Do you have steady transportation to work?  Yes  No Have you ever been discharged or asked to resign?  Yes  No

Are there any experiences, skills, or qualifications you have that specifically related to working here? \_\_\_\_\_

Do you have any friends or relatives that currently work here?  Yes  No If so, who? \_\_\_\_\_

Can you perform the essential functions of the job for which you are applying, with or without reasonable accommodation?  Yes  No

## EDUCATION INFORMATION

**GRAMMAR OR HIGH SCHOOL** (list years completed, name and location of school, and graduation year)

**COLLEGE** (list years completed, name of school, degree received, major, location of school and graduation year)

**TRADE OR BUSINESS SCHOOL** (list years completed, name of school, degree received, major, location of school and graduation year)

**GRADUATE SCHOOL** (list years completed, name of school, degree received, major, location of school and graduation year)

Describe any other specialized or professional training, including courses given through your employer, online or on your own.

**PRIOR WORK RECORD (start with most recent or present employer)**

**1. Most Recent Employer** \_\_\_\_\_ City/State \_\_\_\_\_  
Immediate Supervisor Name & Title \_\_\_\_\_ Phone: \_\_\_\_\_  
Date Hired \_\_\_\_\_ Starting Pay \_\_\_\_\_ Date Left \_\_\_\_\_ Ending Pay \_\_\_\_\_  
Your Job Title & Duties \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

**2. Name of Previous Employer** \_\_\_\_\_ City/State \_\_\_\_\_  
Immediate Supervisor Name & Title \_\_\_\_\_ Phone: \_\_\_\_\_  
Date Hired \_\_\_\_\_ Starting Pay \_\_\_\_\_ Date Left \_\_\_\_\_ Ending Pay \_\_\_\_\_  
Your Job Title & Duties \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

**3. Name of Previous Employer** \_\_\_\_\_ City/State \_\_\_\_\_  
Immediate Supervisor Name & Title \_\_\_\_\_ Phone: \_\_\_\_\_  
Date Hired \_\_\_\_\_ Starting Pay \_\_\_\_\_ Date Left \_\_\_\_\_ Ending Pay \_\_\_\_\_  
Your Job Title & Duties \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

**4. Name of Previous Employer** \_\_\_\_\_ City/State \_\_\_\_\_  
Immediate Supervisor Name & Title \_\_\_\_\_ Phone: \_\_\_\_\_  
Date Hired \_\_\_\_\_ Starting Pay \_\_\_\_\_ Date Left \_\_\_\_\_ Ending Pay \_\_\_\_\_  
Your Job Title & Duties \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

May we contact the employers listed above? Employer #1  Yes  No #2  Yes  No #3  Yes  No #4  Yes  No

**REFERENCES (Do not list relatives or former employers)**

Name _____	Phone _____	Occupation _____	Years Known _____
Name _____	Phone _____	Occupation _____	Years Known _____
Name _____	Phone _____	Occupation _____	Years Known _____
Name _____	Phone _____	Occupation _____	Years Known _____

The facts set forth above in my application for employment are true and complete. I understand that if employed, false statements or omission of information on this application, a resume, or other applicant information provided may be considered sufficient reason for dismissal. I understand that consumer reports which may contain public record information may be requested from the reporting agency. These reports may include information as to my character, work habits, performance, and experiences along with reasons for termination of past employment from previous employers. Further, I understand that you may be requesting information from various federal, state, and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil, and other experiences. I understand that I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigative consumer report. I authorize the use of any information in this application to verify my statements, and I authorize the past employers, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information. I understand that employment at this organization is on an "at will" basis, and includes no guarantee, contract, or promise of employment for any specific length of time.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_