

3825 Union Road Hollister, CA 95023 (831) 636-6118 (831) 636-6114Fax www.sanjuanoaks.com rgiusiana@sanjuanoaks.com

SAN JUAN OAKS GOLF CLUB IS AN EQUAL OPPORTUNITY EMPLOYER

State

and federal laws prohibit discrimination in employment because of race, color, national origin, ancestry, sex (including gender), religion, age, mental or physical disability, veteran status, medical condition, marital status, sexual orientation, pregnancy, or any other characteristic protected by federal, state or local law.

NOTE: Please answer all questions completely and accurately. False or misleading statements during the interview and/or on this form are grounds for terminating the application process, or if discovered after employment, terminating the employment relationship.

P	ERSON	AL II	NFORMATION						
1.	Name:								
		Last	First		Middle				
2.	Address:								
		Street		City	State Zip				
3.	Telephone Nun	nber:	() -	4. Email	Address				
5.	Are you at leas	t 18 years o	old? ☐Yes☐ No If employed &	under the age of	f 18, can you furnish a work permit? ☐ Yes ☐ No				
6.	Do you have a	Do you have a legal right to work in the United States? □ Yes □ No							
	If employed, you	u will be requ	uired to provide proof.						
7.	Have you appli	ed to San J	uan Oaks Golf Club for emplo	yment in the pa	ast? ☐ Yes ☐ No				
	If yes, when?			Position ap	oplied for:				
8.	Do you have ar	ny relatives	currently employed by San Ju	uan Oaks Golf (Club? ☐ Yes ☐ No				
	If yes, who?			What relatio	on to you?				
9.	Have you ever	used anoth	er name that we would need to	o verify your er	nployment experience and education?				
	☐ Yes ☐ No	☐ Yes ☐ No If yes, indicate such name and the date the name changed:							
10.	answer will not circumstances	t necessaril and the rel	y disqualify you from the posi	tion. The nature osition applied	c position for which you are applying. A "yes" re and date of the offense, the surrounding for may, however, be considered. Any				
	Have you been convicted of a criminal offense (felony/misdemeanor)?								
	Do not disclose misdemeanor convictions related to the possession or use of marijuana more than two years ago and convictions that have been judicially dismissed, expunged or ordered sealed pursuant to law.)								
	☐ Yes ☐ No	I	If yes, state when, where, and	the nature of s	uch conviction:				
					_				
11.	Are you curren	tly employe	ed? Yes No If yes, may	we contact your	current employer at anytime? Yes No				
	You may contact	ct my current	employer, but only when:						

Position for which you are applying: First Choice Second Choice Salary/wage desired: per ____ ☐ On-Call 3. Are you available to work: ☐ Full-Time ☐ Part-Time ☐ Temporary ☐ Weekends Overtime ☐ Split Shift Evenings Other: When would you be available to start working? 5. How did you hear about the availability of the position for which you are applying? □ Newspaper Advertisement ☐ Employment Agency ☐ Current Employee ☐ Friend □ Relative ☐ Walk-In Other: 6. If the position you are applying for requires the use of a vehicle, do you have a valid driver's license? \square Yes \square No License #: Class: State: Expiration Date: 7. Have you been given a Job Description, or have the requirements of the job been explained to you? Yes No Do you understand these requirements? ☐ Yes ☐ No 8. Can you perform any or all of the job functions for the position you are seeking, either with or without reasonable accommodation? Yes No 9. Can you meet the attendance standard of our company, which requires all employees to report for work on time for all scheduled days or shifts? Yes No SPECIAL SKILLS AND TRAINING Describe specialized training, apprenticeships, skills or research: 2. List current certifications and/or professional licenses, if any, and where registered: Office/business equipment and software qualified or trained to use: **Please Check Software and List Programs** 4. Check special skills or training: (i.e., Word, Excel, etc.): Reception ☐ Food Service ☐ Word Processing ☐ basic ☐ adv. ☐ Administrative ☐ Custodial ☐ Spreadsheet □ basic □ adv. ☐ Public/Customer Relations ☐ Landscaping ☐ Equipment Maintenance ☐ Bookkeeping □ Database ☐ basic ☐ adv. ☐ Prior Golf and Country ☐ Accounting ☐ Accounting ☐ basic ☐ adv. Club Experience ☐ Cash Register ☐ Greenskeeping ☐ Host/Hostess ☐ basic ☐ adv. ☐ Catering/Banquet Exp. Other 5. Please indicate any language skills, other than English, below: READING **SPEAKING UNDERSTANDING** WRITING **LANGUAGE** FLUENT FLUENT GOOD FAIR FLUENT GOOD FAIR FLUENT GOOD FAIR GOOD FAIR П П

POSITION

EMPLOYMENT EXPERIENCE

<u>Directions</u>: Begin with your present or last job. Account for all periods of time, including military experience, and periods of unemployment and the nature of your activities. Since we will make every effort to contact previous employers, the correct telephone numbers are appreciated.

THE FOLLOWING MUST BE COMPLETED IN DETAIL- RESUMES ARE NOT ACCEPTED IN LIEU OF THIS INFORMATION.

1.	Employer			Dates E	mployed	Kev	Responsibilities		
				From	To	,	•		
	Address								
			ПЕ	Full-Time					
	Telephone Number	•	Telephone Number						
	Job Title Reason for Leaving: Resigned Laid off Discharge Why?			Hourly Rate/Salary					
				Starting Final					
Ī	-								
2.	Employer			Dates Employed		Key	Key Responsibilities		
				From To					
	Address								
			□ F	ull-Time	□ Part-Time				
	Telephone Number	Supervisor's Name, Ti	itle and Telep	hone Nu	mber				
	Job Title			Hourly	Rate/Salary				
				Startin					
	Reason for Leaving: Resigned Laid off Discharged Why?			_ ctaning mai					
3.	Employer	Employer			Dates Employed		Key Responsibilities		
٠.				From	To				
	Address								
			ПЕ	ull-Time	□ Part-Time				
	Telephone Number Supervisor's Name, Title and		•	•					
	Oupervisor s realite, Title and Tele								
	Job Title		Hourly	Rate/Salary					
					Hourly Rate/Salary Starting Final				
	Reason for Leaving: Resigned Laid off Discharged Why?			Startin	g i illai				
4.	Employer Dates Employed from to			Address			Job Title		
_	Employer Dates Employed			Address			Job Title		
5.	,6.0.7.01		to	71001000					
6.	Employer	Dates Em from	ployed to	Address			Job Title		
7.	Employer	Dates Em	ployed to	Address		Job Title			

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EDGGATION AND TRAINING									
TYPE of SCHOOL	SCHOOL NAME, CITY and STATE	MAJOR	Choose Last Year						
High School			□9 □1	10 🗆 11 🗀 12					
Community College	From: To:	— Degree: ☐ Yes ☐ No		1 🗌 2					
College/University	From: To:	— Degree: ☐ Yes ☐ No	□1 □2 □3 □4						
Graduate School	From: To:	Degree: Yes No	1 0	2 🗆 3 🗆 4					
Business/Trade/Night School	From:	Degree: Yes No	_1 _	2 🗆 3 🗆 4					
EMPLOYMEN	T REFERENCES								
	REFERENCES								
Name	Business Relationship	Organization/Addres	SS	Telephone					
CERTIFICATI	CERTIFICATION								
DIRECTIONS: PLEASE READ THE FOLLOWING CAREFULLY AND INITIAL BEFORE SIGNING THIS APPLICATION FORM.									
I hereby certify that I have personally completed this application and that the answers given by me to the foregoing questions and statements are true and complete and that no material fact has been omitted. I understand that any false statements appearing on this or any other employment form will be sufficient reason to end further consideration of this application and not hire me; if discovered after my employment, such false statement will be sufficient reason for dismissal from the services of San Juan Oaks Golf Club regardless of the time that has elapsed before discovery.									
I authorize San Juan Oaks Golf Club or its designated agents to contact my references and to investigate my past employment, credit history, education credentials, Department of Motor Vehicles driving record, and other employment-related activities, without giving me prior notice of such disclosure. I agree to cooperate in such investigations and release those parties supplying such information to San Juan Oaks Golf Club from all liability or responsibility with respect to information supplied to San Juan Oaks Golf Club.									
I request, authorize and consent to the procurement of an Investigative Consumer Report and understand that may contain information about my background, mode of living, character, personal characteristics and general reputation. This authorization in original or copy format, shall be valid for one year from the date indicated next to my signature below. According to the <i>Fair Credit Reporting Act</i> , I will be notified if employment is denied becaus of information obtained from a Consumer Reporting Agency. Additionally, I understand that if requested within 6 days, I will be given a full and accurate disclosure as to the nature and substance of all information provided.									
I understand that filing this application in no way assures me a position with San Juan Oaks Golf Club, and that application is not, and is not intended to be, a contract of employment. I understand that if employed, employment and compensation can be terminated, with or without cause, and with or without notice, at any tire.									

and at the option of either San Juan Oaks Golf Club or myself. I further understand that no one other than the General Manager of San Juan Oaks Golf Club has any authority to enter into any agreement for employment for

If employed by San Juan Oaks Golf Club, I agree to abide by the rules, policies and procedures of San Juan Oaks Golf Club and subsequent rules, policies and procedures that may become effective after employment. I understand that my initial and continued employment may be contingent upon the successful completion of a medical examination, and such examination may include drug and alcohol screening. I understand that San Juan Oaks Golf Club believes strongly in a drug-free work environment and agree to abide by the drug and alcohol policies of San

Date

any specified period of time, or to make any agreement contrary to the foregoing.

Juan Oaks Golf Club during the time of my employment.

Signature of Applicant