



P.O. Box 370 1100 Main Street Clearwater MN 55320

320-558-4653 www.eagletracegolf.com

EMPLOYMENT APPLICATION

Equal Opportunity Employer

Position Applied for _____ Date of Application _____

Last Name _____ First Name _____ Middle Name _____

Address: _____

Phone Numbers: Home _____ Work _____ Cell _____

Email Address: _____

How Did You Learn About Us?

Advertisement/Employment Ad What paper or web site? _____

Relative Friend Walk-In

Other _____

We consider applicants for all positions without discrimination based on race, color, creed, religion, gender, national origin, sex, age, marital status, disability, military status, sexual orientation, status with regard to public assistance, veterans/disabled veterans or any other legally protected status.

Please complete the following information.

Date Available _____ Full Time Part Time Salary/Wage Desired _____

Are you over 18 years old? Yes No
 Are you currently employed? Yes No
 May we contact your present employer? Yes No
 Have you ever been involuntarily terminated from a job? Yes No
 If yes, please explain _____

Have you been convicted of a felony within the last 7 years? Yes No
 Conviction will not necessarily disqualify an applicant from employment.
 If yes, please explain _____

Do you have a valid driver's license? Yes No
 (For driving positions only)
 Have you had a moving violation in the past five years? Yes No
 If yes, please explain _____

Education: Please list all education or training.

High School: Number of years completed (check one) 1 2 3 4 Diploma/GED: Yes No
 School _____ City/State _____
 School _____ City/State _____

College and/or Vocational School: 1 2 3 4 5 6 7
 Number of Years Completed (check one) _____
 School _____ City/State _____ Major _____ Degree Earned _____
 School _____ City/State _____ Major _____ Degree Earned _____

Other Training or Degrees:
 School _____ City/State _____ Course _____ Degree/ Certificate Earned _____
 School _____ City/State _____ Course _____ Degree/Certificate Earned _____

Other Qualifications
 Summarize special job-related skills and qualifications acquired from employment or other experience.

Annually, do you do any training for personal development? If yes, describe the training.

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations, which indicate race, color, religion, gender, national origin, disabilities, or other protected status.

If any employment was under a different name, indicate name _____

EMPLOYER _____ Address _____ Telephone _____

Supervisor _____ Telephone _____

Position _____ Dates of Employment From _____ To _____ Hours Worked _____

Salary /Wage _____ Reason for Leaving _____

Duties _____

EMPLOYER _____ Address _____ Telephone _____

Supervisor _____ Telephone _____

Position _____ Dates of Employment From _____ To _____ Hours Worked _____

Salary /Wage _____ Reason for Leaving _____

Duties _____

EMPLOYER _____ Address _____ Telephone _____

Supervisor _____ Telephone _____

Position _____ Dates of Employment From _____ To _____ Hours Worked _____

Salary /Wage _____ Reason for Leaving _____

Duties _____

EMPLOYER _____ Address _____ Telephone _____

Supervisor _____ Telephone _____

Position _____ Dates of Employment From _____ To _____ Hours Worked _____

Salary /Wage _____ Reason for Leaving _____

Duties _____

References (Please list three persons, who are not related to you or previous supervisors, who can provide references.)

NAME	ADDRESS	PHONE NUMBER	RELATIONSHIP/ OCCUPATION	YEARS KNOWN

Applicant's Statement *PLEASE READ CAREFULLY BEFORE SIGNING*

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by Eagle Trace Golfers Club that such employment is at will, for no specified duration and may be terminated by either Eagle Trace Golfers Club or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements from Eagle Trace Golfers Club or its representatives used during the employment process is deemed a contract of employment real or implied.

In consideration for employment with Eagle Trace Golfers Club, if employed, I agree to the rules, regulations, policies and procedures at all times and understand that such behavior is a condition of employment. I understand that due to the nature of business, attendance and punctuality are considered essential requirements of every job and that poor attendance or tardiness will result in disciplinary action.

I understand that if offered a position with Eagle Trace Golfers Club, I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. I understand that unsatisfactory results will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to Eagle Trace Golfers Club and/or any of its representatives, and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.

Applicant Signature

Date

FOR HUMAN RESOURCE DEPARTMENT USE ONLY

Arrange Interview Yes No Interview Date _____

Remarks _____

Job Offer Extended _____ Date of Employment _____

Job Title _____ Hourly Rate/Salary _____

Health Work Scheduled on _____ Results _____

Orientation scheduled on _____ Supervisor _____