



# Employee Application

PLEASE FILL OUT WITH AN INK PEN

|   |  |                          |  |                         |                              |                    |  |
|---|--|--------------------------|--|-------------------------|------------------------------|--------------------|--|
| LAST NAME   |  | FIRST NAME               |  | MI                      | SOCIAL SECURITY NO.          |                    |  |
| PRESENT ADDRESS   |  |                          |  |                         | STATE                        | ZIP CODE           |  |
| HOME PHONE  |  | CELL PHONE               |  | OTHER PHONE             |                              |                    |  |
| EMAIL ADDRESS   |  |                          |  |                         |                              |                    |  |
| POSITION APPLIED FOR  |  |                          |  |                         | DATE AVAILABLE TO START WORK |                    |  |
| REFERRED BY   |  |                          |  |                         |                              |                    |  |
| HAVE YOU EVER APPLIED TO THIS COMPANY BEFORE    YES    OR    NO    IF YES WHEN  |  |                          |  |                         |                              |                    |  |
| ARE YOU A CITIZEN OF THE UNITED STATES    YES    OR    NO    IF NO, ARE YOU AUTHORIZED TO WORK IN THE US    YES    OR    NO |  |                          |  |                         |                              |                    |  |
| HAVE YOU EVER BEEN CNVICTED OF A FELONY    YES    OR    NO    IF YES, EXPLAIN   |  |                          |  |                         |                              |                    |  |
| NAME OF HIGH SCHOOL   |  | YEARS ATTENDED           |  | DID YOU GRADUATE        |                              | SUBJECT            |  |
|   |  | FROM                  TO |  | YES    NO               |                              |                    |  |
| NAME OF COLLEGE OR UNIVSERSITY  |  | YEARS ATTENDED           |  | DID YOU GRADUATE        |                              | MAJOR              |  |
|   |  | FROM                  TO |  | YES    NO               |                              |                    |  |
| OTHER EDUCATION   |  | YEARS ATTENDED           |  | DID YOU GRADUATE        |                              | SUBJECT            |  |
|   |  | FROM                  TO |  | YES    NO               |                              |                    |  |
| PGA OF AMERICA (GOLF PROS ONLY)   |  | YEARS IN PGM             |  | CHECKPOINTS PASSED      |                              | YEAR OF MEMBERSHIP |  |
|   |  | FROM                  TO |  | PAT    1    2    3      |                              |                    |  |
| PREVIOUS EMPLOYMENT (MOST RECENT FIRST  |  | YEARS EMPLOYED           |  | SALARY                  |                              | POSITION           |  |
|   |  | FROM                  TO |  |                         |                              |                    |  |
| REASON FOR LEAVING  |  |                          |  | MAY WE CONTACT          |                              | SUPERVISORS NAME   |  |
|   |  |                          |  | YES                  NO |                              |                    |  |
| PREVIOUS EMPLOYMENT   |  | YEARS EMPLOYED           |  | SALARY                  |                              | POSITION           |  |
|   |  | FROM                  TO |  |                         |                              |                    |  |
| REASON FOR LEAVING  |  |                          |  | MAY WE CONTACT          |                              | SUPERVISORS NAME   |  |
|   |  |                          |  | YES                  NO |                              |                    |  |
| PREVIOUS EMPLOYMENT   |  | YEARS EMPLOYED           |  | SALARY                  |                              | POSITION           |  |
|   |  | FROM                  TO |  |                         |                              |                    |  |
| REASON FOR LEAVING  |  |                          |  | MAY WE CONTACT          |                              | SUPERVISORS NAME   |  |
|   |  |                          |  | YES                  NO |                              |                    |  |
| MILITARY SERVICE - BRANCH   |  | YEARS IN MILITARY        |  | RANK AT DISCHARGE       |                              | TYPE OF DISCHARGE  |  |
|   |  | FROM                  TO |  |                         |                              |                    |  |
| IF DISCHARGE OTHER THAN HONORABLE, EXPLAIN  |  |                          |  |                         |                              |                    |  |
|   |  |                          |  |                         |                              |                    |  |

PLEASE LIST REFERENCES AND SCHEDULE AVAILABILITY ON THE OPPOSITE SIDE OF THIS FORM

**PLEASE LIST THREE PROFESSIONAL REFERENCES**

|           |                        |             |
|-----------|------------------------|-------------|
| FULL NAME | RELATIONSHIP           | YEARS KNOWN |
| COMPANY   | LOCATION (CITY, STATE) | PHONE       |
| FULL NAME | RELATIONSHIP           | YEARS KNOWN |
| COMPANY   | LOCATION (CITY, STATE) | PHONE       |
| FULL NAME | RELATIONSHIP           | YEARS KNOWN |
| COMPANY   | LOCATION (CITY, STATE) | PHONE       |

**PLEASE PUT AN X THROUGH THE TIMES YOU ARE NOT AVAILABLE TO WORK**

|                         |                          |                            |                           |                         |                           |                         |
|-------------------------|--------------------------|----------------------------|---------------------------|-------------------------|---------------------------|-------------------------|
| MONDAY<br>BEFORE<br>6AM | TUESDAY<br>BEFORE<br>6AM | WEDNESDAY<br>BEFORE<br>6AM | THURSDAY<br>BEFORE<br>6AM | FRIDAY<br>BEFORE<br>6AM | SATURDAY<br>BEFORE<br>6AM | SUNDAY<br>BEFORE<br>6AM |
| MONDAY<br>6AM-8AM       | TUESDAY<br>6AM-8AM       | WEDNESDAY<br>6AM-8AM       | THURSDAY<br>6AM-8AM       | FRIDAY<br>6AM-8AM       | SATURDAY<br>6AM-8AM       | SUNDAY<br>6AM-8AM       |
| MONDAY<br>8AM-10AM      | TUESDAY<br>8AM-10AM      | WEDNESDAY<br>8AM-10AM      | THURSDAY<br>8AM-10AM      | FRIDAY<br>8AM-10AM      | SATURDAY<br>8AM-10AM      | SUNDAY<br>8AM-10AM      |
| MONDAY<br>10AM-12PM     | TUESDAY<br>10AM-12PM     | WEDNESDAY<br>10AM-12PM     | THURSDAY<br>10AM-12PM     | FRIDAY<br>10AM-12PM     | SATURDAY<br>10AM-12PM     | SUNDAY<br>10AM-12PM     |
| MONDAY<br>12PM-2PM      | TUESDAY<br>12PM-2PM      | WEDNESDAY<br>12PM-2PM      | THURSDAY<br>12PM-2PM      | FRIDAY<br>12PM-2PM      | SATURDAY<br>12PM-2PM      | SUNDAY<br>12PM-2PM      |
| MONDAY<br>2PM-4PM       | TUESDAY<br>2PM-4PM       | WEDNESDAY<br>2PM-4PM       | THURSDAY<br>2PM-4PM       | FRIDAY<br>2PM-4PM       | SATURDAY<br>2PM-4PM       | SUNDAY<br>2PM-4PM       |
| MONDAY<br>4PM-6PM       | TUESDAY<br>4PM-6PM       | WEDNESDAY<br>4PM-6PM       | THURSDAY<br>4PM-6PM       | FRIDAY<br>4PM-6PM       | SATURDAY<br>4PM-6PM       | SUNDAY<br>4PM-6PM       |
| MONDAY<br>6PM-8PM       | TUESDAY<br>6PM-8PM       | WEDNESDAY<br>6PM-8PM       | THURSDAY<br>6PM-8PM       | FRIDAY<br>6PM-8PM       | SATURDAY<br>6PM-8PM       | SUNDAY<br>6PM-8PM       |
| MONDAY<br>8PM-10PM      | TUESDAY<br>8PM-10PM      | WEDNESDAY<br>8PM-10PM      | THURSDAY<br>8PM-10PM      | FRIDAY<br>8PM-10PM      | SATURDAY<br>8PM-10PM      | SUNDAY<br>8PM-10PM      |
| MONDAY<br>10PM-12PM     | TUESDAY<br>10PM-12PM     | WEDNESDAY<br>10PM-12PM     | THURSDAY<br>10PM-12PM     | FRIDAY<br>10PM-12PM     | SATURDAY<br>10PM-12PM     | SUNDAY<br>10PM-12PM     |

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in dismissal

\_\_\_\_\_  
APPLICANTS SIGNATURE

\_\_\_\_\_  
DATE