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# CONCORD CREST GOLF COURSE

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## APPLICATION FOR EMPLOYMENT

Concord Crest Golf Course is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, ancestry, disability or any other applicable legally protected status, in any employment practices, including without limitation, recruitment and hiring. All applicants are required to fully complete this Application, date and sign it. Please inform Concord Crest's club house immediately upon receiving this Application if, as a result of a disability, you will need a reasonable accommodation to complete this Application.

(PLEASE PRINT CLEARLY)

Name: \_\_\_\_\_  
Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Present Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position/s applied for: Club House Receptionist, Banquet staff server, Mechanic  
Golf Course Maintenance, Grill Attendant, Cart Attendant

Were you previously employed by us? Yes No If yes, when? \_\_\_\_\_

Are you legally eligible for employment in the USA? Yes No

Are you below the age of 18? Yes No

Do you have a valid driver's license/permit? Yes No

Have you ever been convicted of a criminal offense in the nature of a felony or misdemeanor? Yes No

If yes, please indicate the date, location and nature of the conviction: \_\_\_\_\_

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(Conviction will not necessarily disqualify an applicant from employment and will be considered only to the extent that it relates to an applicant's suitability for the position sought.)

## MILITARY SERVICE

Have you had US Military Service?    Yes    No

Branch of Service: \_\_\_\_\_ Date Entered: \_\_\_\_\_ Date Discharged: \_\_\_\_\_ Rank at Discharge: \_\_\_\_\_

Field or specialization: \_\_\_\_\_

Brief Description of job duties in the service: \_\_\_\_\_

\_\_\_\_\_

## EDUCATION

Circle the last grade completed: Describe any other training or education:

High School    9        10        11        12 \_\_\_\_\_

College        1        2        3        4 \_\_\_\_\_

Other \_\_\_\_\_

## SCHEDULING

Due to Concord Crest Golf Course's commitment to excellent customer service from open to close – 7 days a week, it is imperative that all scheduled shifts are filled and worked. In order to facilitate advanced scheduling of special and daily events throughout the season, management requests the following information from potential candidates for employment. If you are hired, you will be scheduled and expected to work any shift on any day or time not identified below.

If your application is considered favorably, on what date will you be available for work? \_\_\_\_\_

\_\_\_\_\_

If you are seasonal candidate, on what date will you be leaving employment? \_\_\_\_\_

If you have a scheduled vacation, what dates would you be unavailable for work? \_\_\_\_\_

\_\_\_\_\_

If there are any other dates you would not be available for work, please list. \_\_\_\_\_

\_\_\_\_\_

If you have any time of day, or day of week work restrictions, please list. \_\_\_\_\_

\_\_\_\_\_

How many days & hours per week do you want to work? \_\_\_\_\_

# EMPLOYMENT HISTORY

List below your most recent past employment.

Please attach information on other past employers, if applicable.

Present or (most recent) Past Employer's Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_

Employment Date Started: (Mo/Yr) \_\_\_\_\_ Employment Date Ended: (Mo/Yr) \_\_\_\_\_

Salary/Hourly Wage: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Describe the work you did: \_\_\_\_\_

Next Most Recent Past Employer's Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_

Employment Date Started: (Mo/Yr) \_\_\_\_\_ Employment Date Ended: (Mo/Yr) \_\_\_\_\_

Salary/Hourly Wage: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Describe the work you did: \_\_\_\_\_

Next Most Recent Past Employer's Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_

Employment Date Started: (Mo/Yr) \_\_\_\_\_ Employment Date Ended: (Mo/Yr) \_\_\_\_\_

Salary/Hourly Wage: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Describe the work you did: \_\_\_\_\_

Summarize below any skills, experience, or special training you have which you believe may be beneficial in the job for which you are applying. Please do not list any information which would reveal your membership in any protected classification, examples of which are set forth in the Equal Employment Opportunity Statement.

\_\_\_\_\_  
\_\_\_\_\_

# **ACKNOWLEDGEMENTS, AUTHORIZATIONS AND RELEASE**

(Please read carefully)

All of the information I have provided on this Application and in connection with this Application is correct and true. I understand that any false, misleading or incomplete answer or statements or implication made by me in connection with this Application or other required documents, or the failure to disclose any relevant information, shall result in the denial of employment or termination. I further understand that nothing contained in this Application or in the granting of an interview is intended to create a contract of employment, a contract for the providing any benefit or to obligate Concord Crest Golf Course in any way. If an employment relationship is established, I understand that I will have the right to terminate my employment with or without cause, for any reason at any time and that Concord Crest Golf Course retains a similar right. No promise, statements or representation to the contrary have been made to me, and I understand that no such promises, statements or representations are binding on Concord Crest Golf Course.

I hereby grant Concord Crest Golf Course permission to investigate my personal, educational and employment history and to contact persons, organizations or government agencies that may have knowledge of me. In consideration of my receipt of this application and being considered for employment, and intending to be legally bound, I hereby release Concord Crest Golf Course, its supervisors, officers, principals, employees and agents from any and all liability, real or potential, for seeking such information and all other persons, corporations, or organizations for furnishing such information to Concord Crest Golf Course.

Finally, I understand that if I am offered employment, I will be required within three (3) business days of commencing employment to complete the applicable section of the W-2 form and provide Concord Crest Golf Course with the specific documents to establish my identity and employment eligibility.

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Signature of Applicant:

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Date: