

APPLICATION FOR EMPLOYMENT

To Applicant: If you need assistance in completing this application, please let us know. We deeply appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in considering you for the position that best matches your qualifications. Therefore, we encourage you to be as complete and as specific as possible. In this application we are sometimes referred to as The Company. The Company is an equal opportunity employer. The Company will not discriminate unlawfully against any employee or applicant for employment because of factors such as race, sex, creed, color, pregnancy, religion, national origin, age, marital status, sexual orientation, physical or mental disabilities, or status as disabled or Vietnam-era veteran, when the individual is otherwise qualified. The Company will strive to provide a safe and healthful work environment, free of substance abuse, for the protection and safety of our employees, Members, and guests. PLEASE PRINT PLAINLY.

PERSONAL

Legal Name _____
Last First Middle

Present Address _____ Telephone No. _____
No. Street City State Zip (Home)

How many years at this address? _____ (For Message) _____

Position(s) you are primarily interested in: 1) _____ Rate of pay expected \$ _____ per hour, week, month
2) _____ Rate of pay expected \$ _____ (whichever applicable)

Full-Time Part-Time Part-Time Student Part-Time Summer Only Part-Time Seasonal Temporary

Were you previously employed by us? No Yes

If yes, when and where? _____

If hired, on what date will you be able to start work? _____

What hours and day of the week would you be available for work? _____

MILITARY SERVICE RECORD

Were you in the U.S. Armed Forces? No Yes If yes, what branch? _____

Dates of Duty: From _____ to _____ Rank at discharge _____
Month Day Year Month Day Year

List duties in the service including special training which relates to the position you are seeking _____

Are you presently in the Armed Forces Reserve? No Yes Active Inactive Branch _____

IN CASE OF EMERGENCY NOTIFY

Name _____

Address _____ Phone () _____
Street City State Zip Area Code

CHARACTER REFERENCES

Do not refer to casual acquaintances, previous employers, or relatives. Refer to three people whom know you either personally well or in business.

NAME ADDRESS PHONE NO. OF YEARS KNOWN

EDUCATION

(circle highest grade completed)

Elementary 6 7 8 High School 1 2 3 4 College 1 2 3 4 5 6 7 8

A. HIGH SCHOOL Name of High School _____ Location _____

Did you graduate? No Yes If NOT a high school graduate, do you have an equivalency diploma? No Yes

Approximate number in graduating class _____ Grades: Above average Average Below average

Offices, honors/awards _____

Did you work after school and Saturday's while a student? No Yes

If yes, what jobs? _____

B. COLLEGE/GRADUATE SCHOOL

Name & Location	From	To	Degree	Major	Average	Grade Point Hours	Total Credit and Awards	Extracurricular Activities, Honors

How was your education financed? _____

Part-time and summer work _____

Other training or special abilities _____

List current professional licenses and registrations _____

JOB ABILITIES

Indicate job skills you've acquired and equipment you can operate which pertains to the job for which you are applying, include amount of experience.

What qualifications, abilities, and strong points will help you succeed in this job?

If required in the job for which you are applying:

Do you have a valid driver's license? No Yes Can you furnish proof? No Yes

State and License Number _____

Do you have a valid Chauffeur's License? No Yes Can you furnish proof? No Yes

State and License Number _____

Has your driver's license ever been suspended or revoked?

No Yes If YES. Explain in full _____

EMPLOYMENT

Please give accurate, complete, full-time and part-time employment record. Start with your present or most recent employer. Insert additional sheets if necessary. Show unemployed or self-employed periods; indicate dates of each and explain. All time must be accurately and truthfully accounted for. DO NOT PUT "SEE RESUME." NOTE: YOU NEED NOT EXPLAIN ANY GAPS IN EMPLOYMENT RELATED TO DISABILITY OR REHABILITATION

1	Company Name	Telephone ()-
	Address	Employed (State Month and Year) From To
	Name and Title of Supervisor	Weekly Pay From To
	State Job Title and Describe in detail the work you did.	Reason for Leaving

2	Company Name	Telephone ()-
	Address	Employed (State Month and Year) From To
	Name and Title of Supervisor	Weekly Pay From To
	State Job Title and Describe in detail the work you did.	Reason for Leaving

3	Company Name	Telephone ()-
	Address	Employed (State Month and Year) From To
	Name and Title of Supervisor	Weekly Pay From To
	State Job Title and Describe in detail the work you did.	Reason for Leaving

4	Company Name	Telephone ()-
	Address	Employed (State Month and Year) From To
	Name and Title of Supervisor	Weekly Pay From To
	State Job Title and Describe in detail the work you did.	Reason for Leaving

5	Company Name	Telephone ()-
	Address	Employed (State Month and Year) From To
	Name and Title of Supervisor	Weekly Pay From To
	State Job Title and Describe in detail the work you did.	Reason for Leaving

TO THE APPLICANT

Have you ever been discharged or asked to resign? No Yes If yes, explain in full _____

Have you ever been convicted of or pleaded guilty or no contest to or had adjudication withheld in connection with a felony or misdemeanor?

No Yes On Probation? No Yes

If YES to either, describe in full (including dates) NOTE: Convictions or guilty pleas or withheld adjudications are not an automatic bar to employment. All circumstances will be considered.

Have you ever been refused a bond by an employer? No Yes

Have you ever had shortages or misunderstandings about merchandise or funds at a place of employment? No Yes

If yes, explain in full _____

AGREEMENT

I hereby certify that the facts set forth in the _____ application are true and complete, and I agree that you may investigate my statements in order to verify and expand upon the information given.

I understand that as a part of normal employment procedure , a routine inquiry may be made concerning information on my former job responsibilities, character, general reputation, and credit. I authorize such investigation and hereby agree to fully cooperate in this investigation. I release you and all named former employers, all character references, and credit sources, from any liability for releasing information to you.

I understand that if I fail to answer any question, or if I give misleading or incomplete answers to any question, that alone is a sufficient basis for a failure to hire me, or if I have been hired, that alone is a sufficient basis for my immediate termination.

I further understand that this is an application for employment and that no employment contract is being offered. I agree and acknowledge that North Carolina is an at-will state and should I become employed by The Company my employment can be terminated, with or without cause or notice, at any time by myself or The Company.

I have had a full opportunity to ask whatever questions I have about any of the above statements.

_____ Date

_____ Applicant's Signature

FOR OFFICE USE ONLY

(To be completed after interview)

Interviewed By _____ Date Interviewed _____

Possible Positions _____ Recommended Action _____

Date Available _____ Referral/Source _____

Job Applications for gate attendants please email to Debbie Neer: dneer@ccsapphirevalley.org

Job Applications for golf positions please email Jason Chick, PGA: jchick@ccsapphirevalley.org

Job Applications for service positions please email to Ciaran Cleland: ccleland@ccsapphirevalley.org

Job Applications for culinary positions please email to Dean Pugel: dpugel@ccsapphirevalley.org

Job Applications for housekeeping & maintenance positions please email Dave McCoy: dmccoy@ccsapphirevalley.org