

Wedgewood Pines Country Club Employment Application

It is the policy of Wedgewood Pines Country Club to make all employment decisions solely on the basis of an individual's merit, qualifications and abilities, and without regard to an individual's sex, race, national origin, age, religion, sexual orientation, veteran status, or handicap status. This policy applies to all aspects of employment, including hiring, training, performance reviews, promotions, discipline, and termination.

Date: _____

Name: _____ Social Security #: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Position applied for: _____ Desired Salary Range: _____

Full Time: _____ Part Time: _____ Temporary: _____ Date you can start work: _____

Can you furnish proof that you are legally authorized to work in the United States of America: Yes _____ No _____

(Please be aware that you must be legally eligible for employment in the United States and must present proof of the same within (3) three days of commencing employment.)

Are you over eighteen (18)? Yes _____ No _____ If no, your employment is subject to verification of the legal minimum age.

Have you ever been convicted of a felony? Yes _____ No _____ If yes, list specific charges(s) and date(s): _____

Have you ever been convicted of a misdemeanor within the past five (5) years, except for a first conviction of drunkenness, simple assault, speeding, minor traffic violation, or disturbance of the peace? Yes _____ No _____ No Record _____ If yes, please explain: _____

An applicant with a sealed record on file with the Commissioner of Probation may answer "No Record" with respect to any inquiry herein relative to prior arrests, criminal court appearances or convictions, and with respect to all adjudications in cases of delinquency or as a child in need of service which did not result in a complaint transferred to the Superior Court for criminal prosecution. The information provided in response to this question will not be made available to any person except members of the HR department or the person in charge of employment.

Have you ever applied for a job with Wedgewood Pines in the past? Yes _____ No _____

If yes, when did you apply and for what position? _____

Are you currently employed? Yes _____ No _____ If yes, may we contact your current employer? _____

Name and Location of School	# of years completed	Did you graduate?	Subjects Studied and Degrees Received
High School			
Trade/Business School			
College			
Other			

Please list your last three employers below, starting with the most current one. Please indicate whether the positions held were full-time or part-time. You may also include volunteer positions if you would like.

Date Month/Year	Name Address & Telephone Of Employer	Starting Pay	Ending Pay	Position	Immediate Supervisor	Reason for Leaving
From: To:						
From: To:						
From: To:						

Please feel free to attach a separate sheet if necessary.

Please list two references, excluding relatives or employers, whom you have known for at least one year:

Name	Address	Relationship	Day Phone Number	Evening Phone Number	Years Known

I certify that all statements made by me on this Application (and any resume or materials provided) are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that any misrepresentation or omission, whenever discovered, will be grounds for denial of employment or immediate discharge from employment in accordance with Wedgewood Pines CC policy. This Application will be given every consideration, but its receipt does not imply that I will be employed. If hired, I will comply with all rules and regulations of Wedgewood Pines CC. I understand that the hiring procedures at Wedgewood Pines CC involve the submission and review of this Application and an interview. I understand that any job offer that I might receive may be contingent upon taking and satisfactorily completing a pre-employment physical examination, which involves a current screening for current use of illegal drugs.

I understand that my employment is for no stated term and considered at-will employment, and may be terminated by Wedgewood Pines CC, *or myself*, with or without cause, with or without notice, and at any time. I further understand that no representative of Wedgewood Pines CC other than its officers has the authority to enter into any agreement with me contrary to the foregoing. Also, I understand that this Application is not intended to be a contract of employment, nor does it impose any obligation on Wedgewood Pines CC if they decide to hire me.

I hereby authorize previous employers, personal references, and educational institutions listed above to provide you with any and all information concerning my employment, work performance, personal character, and any information that they may have pertinent to my qualification for employment. Furthermore, I release all parties from liability for any damage that may result in the furnishing of such information to Wedgewood Pines CC. In processing this Application, Wedgewood Pines CC may request that an investigative consumer report be prepared which will include information about my character, general reputation, employment history, education, credit record, and of any criminal convictions. I have the right to request in writing, upon receipt of notice that such an investigation was conducted, and a complete and accurate written disclosure of the nature and scope of the investigation. I hereby acknowledge that I have read the above Statement and understand the same.

Applicant's Signature _____ Date _____

TO BE COMPLETED BY SUPERVISOR ONLY AFTER HIRE

Date of Hire: _____ Start Date: _____ Pay Rate: _____ Employee Classification: _____

Job Title: _____ I9 Form: _____ W4 Form: _____ Employee Handbook: _____ D.O.B.: _____

Person to Notify in an Emergency: _____ Phone Number: _____

Supervisor: _____ Date: _____