

5. How did you hear about the availability of the position for which you are applying?
- Online Advertisement Employment Agency Current Employee
 Friend Relative Walk-In Other: _____
6. Have you been given a Job Description, or have the requirements of the job been explained to you? Yes No
Do you understand these requirements? Yes No
7. Can you meet the attendance standard of our company, which requires all employees to report for work on time for all scheduled days or shifts? Yes No

SPECIAL SKILLS AND TRAINING

1. Describe specialized training, apprenticeships, skills or research:

2. List current certifications and/or professional licenses, if any, and where registered:

3. Office/business equipment and software qualified or trained to use:

<p>4. Check special skills or training:</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Reception</td> <td><input type="checkbox"/> Food Service</td> </tr> <tr> <td><input type="checkbox"/> Administrative</td> <td><input type="checkbox"/> Custodial</td> </tr> <tr> <td><input type="checkbox"/> Public/Customer Relations</td> <td><input type="checkbox"/> Landscaping</td> </tr> <tr> <td><input type="checkbox"/> Bookkeeping</td> <td><input type="checkbox"/> Equipment Maintenance</td> </tr> <tr> <td><input type="checkbox"/> Accounting</td> <td><input type="checkbox"/> Golf and Country Club Experience</td> </tr> <tr> <td><input type="checkbox"/> Cash Register</td> <td><input type="checkbox"/> Greenskeeping</td> </tr> <tr> <td><input type="checkbox"/> Host/Hostess</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Catering/Banquet Exp.</td> <td></td> </tr> </table>	<input type="checkbox"/> Reception	<input type="checkbox"/> Food Service	<input type="checkbox"/> Administrative	<input type="checkbox"/> Custodial	<input type="checkbox"/> Public/Customer Relations	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Bookkeeping	<input type="checkbox"/> Equipment Maintenance	<input type="checkbox"/> Accounting	<input type="checkbox"/> Golf and Country Club Experience	<input type="checkbox"/> Cash Register	<input type="checkbox"/> Greenskeeping	<input type="checkbox"/> Host/Hostess		<input type="checkbox"/> Catering/Banquet Exp.		<p style="text-align: center;">Please Check Software and List Programs (i.e., Word, Excel, etc.):</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Word Processing _____</td> <td><input type="checkbox"/> basic <input type="checkbox"/> adv.</td> </tr> <tr> <td><input type="checkbox"/> Spreadsheet _____</td> <td><input type="checkbox"/> basic <input type="checkbox"/> adv.</td> </tr> <tr> <td><input type="checkbox"/> Database _____</td> <td><input type="checkbox"/> basic <input type="checkbox"/> adv.</td> </tr> <tr> <td><input type="checkbox"/> Accounting _____</td> <td><input type="checkbox"/> basic <input type="checkbox"/> adv.</td> </tr> <tr> <td><input type="checkbox"/> Other _____</td> <td><input type="checkbox"/> basic <input type="checkbox"/> adv.</td> </tr> </table>	<input type="checkbox"/> Word Processing _____	<input type="checkbox"/> basic <input type="checkbox"/> adv.	<input type="checkbox"/> Spreadsheet _____	<input type="checkbox"/> basic <input type="checkbox"/> adv.	<input type="checkbox"/> Database _____	<input type="checkbox"/> basic <input type="checkbox"/> adv.	<input type="checkbox"/> Accounting _____	<input type="checkbox"/> basic <input type="checkbox"/> adv.	<input type="checkbox"/> Other _____	<input type="checkbox"/> basic <input type="checkbox"/> adv.
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EMPLOYMENT EXPERIENCE

Directions: Begin with your present or last job. Account for all periods of time, including military experience, and periods of unemployment and the nature of your activities. Since we will make every effort to contact previous employers, the correct telephone numbers are appreciated.

THE FOLLOWING MUST BE COMPLETED IN DETAIL— RESUMES ARE NOT ACCEPTED IN LIEU OF THIS INFORMATION.

Employer		Dates Employed		Key Responsibilities
		From	To	
Address		<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	
		Telephone Number		
Supervisor's Name, Title and Telephone Number				
Job Title		Hourly Rate/Salary		
		Starting	Final	
Reason for Leaving: <input type="checkbox"/> Resigned <input type="checkbox"/> Laid off <input type="checkbox"/> Discharged				
Why?				

EMPLOYMENT EXPERIENCE (Continued)

Employer		Dates Employed		Key Responsibilities
		From	To	
Address				
		<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	
Telephone Number	Supervisor's Name, Title and Telephone Number			
Job Title		Hourly Rate/Salary		
		Starting	Final	
Reason for Leaving: <input type="checkbox"/> Resigned <input type="checkbox"/> Laid off <input type="checkbox"/> Discharged Why?				

Employer		Dates Employed		Key Responsibilities
		From	To	
Address				
		<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	
Telephone Number	Supervisor's Name, Title and Telephone Number			
Job Title		Hourly Rate/Salary		
		Starting	Final	
Reason for Leaving: <input type="checkbox"/> Resigned <input type="checkbox"/> Laid off <input type="checkbox"/> Discharged Why?				

EDUCATION AND TRAINING

TYPE of SCHOOL	SCHOOL NAME, CITY and STATE	MAJOR	Choose Last Year
High School			<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12
Community College		From: _____ To: _____ Degree: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> 1 <input type="checkbox"/> 2
College/University		From: _____ To: _____ Degree: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Graduate School		From: _____ To: _____ Degree: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Business/Trade/Night School		From: _____ To: _____ Degree: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4

EMPLOYMENT REFERENCES

Name	Business Relationship	Organization/Address	Telephone

CERTIFICATION

DIRECTIONS: PLEASE READ THE FOLLOWING CAREFULLY AND INITIAL BEFORE SIGNING THIS APPLICATION FORM.

I hereby certify that I have personally completed this application and that the answers given by me to the foregoing questions and statements are true and complete and that no material fact has been omitted. I understand that any false statements appearing on this or any other employment form will be sufficient reason to end further consideration of this application and not hire me; if discovered after my employment, such false statement will be sufficient reason for dismissal from the services of San Juan Oaks Golf Club regardless of the time that has elapsed before discovery.

I authorize San Juan Oaks Golf Club or its designated agents to contact my references and to investigate my past employment, credit history, education credentials, Department of Motor Vehicles driving record, and other employment-related activities, without giving me prior notice of such disclosure. I agree to cooperate in such investigations and release those parties supplying such information to San Juan Oaks Golf Club from all liability or responsibility with respect to information supplied to San Juan Oaks Golf Club.

I request, authorize and consent to the procurement of an Investigative Consumer Report and understand that it may contain information about my background, mode of living, character, personal characteristics and general reputation. This authorization in original or copy format, shall be valid for one year from the date indicated next to my signature below. According to the *Fair Credit Reporting Act*, I will be notified if employment is denied because of information obtained from a Consumer Reporting Agency. Additionally, I understand that if requested within 60 days, I will be given a full and accurate disclosure as to the nature and substance of all information provided.

I understand that filing this application in no way assures me a position with San Juan Oaks Golf Club, and that this application is not, and is not intended to be, a contract of employment. I understand that if employed, my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, and at the option of either San Juan Oaks Golf Club or myself. I further understand that no one other than the General Manager of San Juan Oaks Golf Club has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

If employed by San Juan Oaks Golf Club, I agree to abide by the rules, policies and procedures of San Juan Oaks Golf Club and subsequent rules, policies and procedures that may become effective after employment. I understand that my initial and continued employment may be contingent upon the successful completion of a medical examination, and such examination may include drug and alcohol screening. I understand that San Juan Oaks Golf Club believes strongly in a drug-free work environment and agree to abide by the drug and alcohol policies of San Juan Oaks Golf Club during the time of my employment.

Signature of Applicant

Date