



# Employment Application

Willow Run Golf Club is an Equal Opportunity Employer and does not discriminate against any individual in any phase of employment in accordance with requirements of local, state and federal laws.

Date:

**PERSONAL INFORMATION: Please type or print clearly**

|                 |        |                   |             |
|-----------------|--------|-------------------|-------------|
| First Name:     |        | Social Security # |             |
| Middle Name:    |        | Home Phone #      |             |
| Last Name:      |        | Alternate Phone # |             |
| Present Address |        |                   |             |
|                 | Street | City              | State & Zip |
| Mailing Address |        |                   |             |
|                 | Street | City              | State & Zip |

**EMPLOYMENT INFORMATION:**

Can you, if hired, submit verification of your legal right to work in the United States?  Yes  No Initial \_\_\_\_\_

Position Desired: \_\_\_\_\_ Second Choice: \_\_\_\_\_

Date you can start: \_\_\_\_\_ Salary Expectation: \_\_\_\_\_

|                         |                     |                     |                 |                   |                                   |
|-------------------------|---------------------|---------------------|-----------------|-------------------|-----------------------------------|
| Do you desire:          | Full Time           | Part Time           | On Call         | Nights:<br>Yes No |                                   |
| Are you willing to work | Weekends:<br>Yes No | Holidays:<br>Yes No | Days:<br>Yes No | Nights:<br>Yes No | Valid Driver's License:<br>Yes No |

**WORK EXPERIENCE: LIST MOST RECENT FIRST**  CHECK BOX if you do not want present employer contacted

| EMPLOYER | DATE:<br>MO/YR | ENDING RATE OF PAY | POSITION           |
|----------|----------------|--------------------|--------------------|
| Name     | From:          | \$                 | Title              |
| Address  | To:            |                    | Supervisor         |
| Phone    |                |                    | Reason for Leaving |
| Name     | From:          | \$                 | Title              |
| Address  | To:            |                    | Supervisor         |
| Phone    |                |                    | Reason for Leaving |
| Name     | From:          | \$                 | Title              |
| Address  | To:            |                    | Supervisor         |
| Phone    |                |                    | Reason for Leaving |

**EDUCATION**

| Type of School | Name & Address | Courses Majored in | Year Graduated |
|----------------|----------------|--------------------|----------------|
| Elementary     |                |                    |                |
| High School    |                |                    |                |
| College        |                |                    |                |
| Other          |                |                    |                |

**SPECIAL SKILLS OR TRAINING: (Only if applicable)**

List any training or job-related skills which should be considered:

**OTHER PERSONAL INFORMATION:**

|  |  |                |           |
|--|--|----------------|-----------|
| Have you ever applied to Willow Run Golf Club?       | <input type="checkbox"/> Yes <input type="checkbox"/> No | Year:          | Position: |
| Have you ever been employed at Willow Run Golf Club? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Year Separated | Position: |

|   |  |  |
|---|--|--|
| Do you meet the legal age requirements to handle alcoholic beverages? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Under 18 years: <input type="checkbox"/> Yes <input type="checkbox"/> No |
|---|--|--|

Willow Run Golf Club prohibits the employment of relatives in a reporting relationship. Please list name, position and relationship of any relative currently employed by Willow Run Golf Club:

Have you been convicted of any felonies?  Yes  No A conviction does not include those that have been judicially expunged, sealed or eradicated. (A conviction record will not necessarily disqualify an applicant. Factors such as age, seriousness, nature and time of offense, rehabilitation and job-relatedness will be taken into account.)

If yes, please describe in detail:

Are you able to perform the essential job functions for which you are applying?  Yes  No

**REFERENCES**

List three persons to whom you are not related who qualify to judge your training or capabilities that we may contact.

|                          |                      |             |
|--------------------------|----------------------|-------------|
| Name:                    | Business/Occupation: | Years Known |
| Home or business address | Phone:               |             |
| Name:                    | Business/Occupation: | Years Known |
| Home or business address | Phone:               |             |
| Name:                    | Business/Occupation  | Years Known |
| Home or business address | Phone:               |             |

**CERTIFICATION**

**APPLICANT:** Please read the following carefully and initial all statements before signing this application form.

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | I authorize Willow Run Golf Club to investigate all statements contained in this application and/or resume supplied. I authorize these persons, schools and employers named in this application to provide Willow Run Golf Club with all relevant information needed to evaluate my qualifications and release those persons, schools and employers from any liability for disclosure of such information. |
|--------------------------|--|

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | I declare that my answers to the questions in this application are true to the best of my knowledge and belief. I understand that any false statements or omissions appearing on this or any other employment form or provided during the interview process will be sufficient reason not to hire me, and if discovered after my employment, may result in termination. If employed, I will abide by the existing rules of Willow Run Golf Club and will abide by such rules and regulations as may become effective while I am so employed. |
|--------------------------|--|

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | I understand that my employment is "at will" which means that, if employed, my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either the Company or myself. I understand that the policies and procedures of the Company are guidelines for the governance of employment and that the Company retains ultimate and complete discretion in the application and revision of such policies and procedures. |
|--------------------------|--|

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | I give Willow Run Golf Club permission to test me for use of illegal substances. I understand that if my drug screen/test turns out positive for a prohibited substance, I will not be eligible for hire, or if I am already employed by Willow Run Golf Club, I will be subject to immediate termination. |
|--------------------------|--|

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Further, I understand that if I am employed by the company, I will be required to be at my work station ready to start working at the time indicated. I further agree that, if employed, I will supply Willow Run Golf Club with documentation concerning my identity and authorization to work in the United States as required by the Immigration Reform and control act of 1986. |
|--------------------------|---|

|      |           |
|------|-----------|
| Date | Signature |
|------|-----------|