

CONCORD COUNTRY CLUB

EMPLOYMENT APPLICATION

When completing this application, each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application. **PLEASE PRINT**, except for your signature on the back of this application.

PERSONAL INFORMATION

| | | | |
|---|--|--------------|----------|
| Name (Last, First, Middle) | | Today's Date | |
| Permanent Street Address | City | State | Zip Code |
| Home Telephone Number <input type="checkbox"/> Preferred Contact Number | Cell Phone Number <input type="checkbox"/> Preferred Contact Number | | |
| E-mail Address | | | |
| Are you over 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Referred By | |
| Are you willing to take a physical exam and/or drug screening as a condition of employment/continued employment? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Are you legally authorized for employment in the United States? (If hired, you will be required to submit proof of legal right to work and remain in the United States) <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |

EMPLOYMENT DESIRED

| | |
|---|--|
| Type of position | Date you can start |
| Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No | If so, may we inquire of your current Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later |
| Have you previously worked for or applied for work with the Concord Country Club? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when; and reason for leaving: | |

EDUCATION

| INSTITUTION'S NAME AND ADDRESS | Major Course of Study | GRADUATED Y or N | YEARS COMPLETED |
|----------------------------------|-----------------------|------------------|-----------------|
| High School | | | |
| College | | | |
| Trade, Business, Graduate, Other | | | |

EMPLOYMENT RECORD

List below last four employers, starting with most recent employer and include military service. You may include any verified work performed on volunteer basis. Please complete this section even if a resume is attached.

| FROM MO/YEAR | TO MO/YEAR | EMPLOYER NAME AND PHONE NUMBER | POSITION | REASON FOR LEAVING |
|--------------|------------|--------------------------------|----------|--------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

REFERENCES

List the names of three persons, not related to you, who you have known at least one year.

| NAME | BUSINESS | PHONE NUMBER | RELATIONSHIP |
|------|----------|--------------|--------------|
| | | | |
| | | | |
| | | | |

STATEMENT

EQUAL EMPLOYMENT OPPORTUNITY – We endeavor to employ those people who are best qualified to perform the work required. To this end, it is our policy to recruit, employ, train, promote, compensate, reward and discipline employees without regard to race, age, sex, sexual orientation, color, national origin, religious creed, ancestry, military service or veteran status, physical or mental disability, pregnancy, childbirth, genetics or related medical conditions, or any other legally protected category. No question on this application is intended to secure information to be used for such discrimination.

I understand that any employment with Concord Country Club (the “Club”) will be at-will. If I receive an offer of employment from the Club, the employment relationship offered will be one of employment at-will in which either the Club or I may terminate the employment relationship at any time, with or without cause or notice. This application and any of the documents received or signed by me in the application process do not constitute a promise of employment or a contract. I understand that no representative of the Club has any authority to enter into any agreement for employment for a specific period of time or to make any other agreement with me contrary to the foregoing.

I certify that all information that I have provided on this application is true and complete. I understand that any falsification, misrepresentation or omission of facts called for in this application may result in denial of employment or dismissal from employment.

I give Concord Country Club permission, subject to the Fair Credit Reporting Act if applicable, to investigate all pertinent information concerning my application to determine my qualifications for employment. Therefore, I hereby authorize my previous employers, personal references, and educational institutions to provide Concord Country Club with any and all information concerning my employment, work performance, school records, personal character and any other information that may be pertinent to my qualification for employment. Furthermore, I release all parties from liability for any damage that may result through the furnishing of such information.

I understand it is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

APPLICANT’S SIGNATURE

DATE

