



## **EMPLOYMENT APPLICATION**



# **CRYSTAL LAKE GOLF COURSE & BANQUET FACILITY**

**THANK YOU FOR YOUR INTEREST IN WORKING FOR CRYSTAL LAKE GOLF COURSE AND BANQUET FACILITY**

*Excellent service and guest satisfaction are what our course is all about. The ability to provide first-class service to all our guests is the top priority here at Crystal Lake. We work hard to make our customer's experience during their time at these facilities enjoyable and relaxing, whether they are golfing, enjoying refreshments in the snack bar or attending a banquet.*

*Because of our goals the following are some of the characteristics we require to work here at Crystal Lake:*

- Be friendly and helpful in serving our guest*
- Maintain a positive attitude*
- Maintain an appropriate, clean and presentable personal appearance at all times.*
- Have reliable transportation to and from work*
- Arrive promptly for your scheduled shift*
- Be flexible in the hours/days you will work*
- Be flexible and cooperative in the work you are asked to perform*
- Be safety conscious and obey safety rules and policies*
- Be willing to 'go the extra mile', both for our guests and your co-workers*
- Take pride in this company, the facility, and in your work.*

If you feel that you have the attributes to make the Crystal Lake Golf Course work team, please complete this application . Thank you again for your interest in working for Crystal Lake Golf Course and Banquet Facility.



# CRYSTAL LAKE GOLF COURSE & BANQUET FACILITY

**Date:** \_\_\_\_\_

**PART I:** (to be completed by applicant)

*Please use a ball point pen to complete paperwork*

<b>PERSONAL</b>			
Name:		Social Security #:	Phone Number:
Present Street Address:		City:	State:
How long have you lived at the above address?		Are you 18 years of age or over: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	If under 18, can you, after employment, submit a work permit: Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Person to be notified in case of accident or emergency:		Name:	Phone number:
Present Street Address:		City:	State:
			Zip Code:

<b>EMPLOYMENT DESIRED</b>			
Job Applied for:	Number of Hours of Work Desired:	Seasonal Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Rate of Pay Expected:
Are you employed: Yes <input type="checkbox"/> No <input type="checkbox"/>	If so, may we contact your present employer?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Tel. #

<b>AVAILABILITY</b>			
Specify days and hours available:			
Are there any hours, shifts, or days you <b>cannot or will not work</b> ?			
If yes, when?			
If hired, on what date will you be available to start work?			
If hired, do you have a reliable means of transportation? Yes: <input type="checkbox"/> No: <input type="checkbox"/>			
Driver's License #:			State:

<b>MISCELLANEOUS</b>			
Have you worked for us before? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	If yes, when and in what position?		
List any individuals currently employed by Crystal Lake Golf with whom you are familiar:			
Have you even been counseled or disciplined for cash handling discrepancies?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Provide explanation:	
Are you able to perform all the essential functions of the job for which you are applying with or without reasonable accommodations:	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Have you ever been counseled or disciplined for being late to work or school: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
If hired, do you agree to abide by the safety rules of the company	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	If hired, can you provide proof of eligibility to work in the United States prior to starting work: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	

EDUCATION				
Type of School	Name/City/State	# of Years Attended	Graduated	Course or Major
Grammar or Grade:				
Middle School:				
High School				
College				
Graduate School				

EMPLOYMENT HISTORY: <small>Begin with your most recent employment. Include any relevant volunteer or unpaid work experience. Identify and explain all periods of unemployment during the past 10 years in the space provided. Attach additional pages as necessary.</small>		
<b>Periods of unemployment</b>		
From:	To:	How did you spend your time?

<b>Employer's Name:</b>		Phone Number:	Name of Immediate Supervisor:		
Street Address:		City	State	Zip Code:	
<u>Dates of Employment</u>		<u>Titles/Duties:</u>	<u>Starting Salary:</u>		<u>Reason for Leaving:</u>
From: Month	Year				
To: Month	Year	<u>Present/Final</u>			

<b>Employer's Name:</b>		Phone Number:	Name of Immediate Supervisor:		
Street Address:		City	State	Zip Code:	
<u>Dates of Employment</u>		<u>Titles/Duties:</u>	<u>Starting Salary:</u>		<u>Reason for Leaving:</u>
From: Month	Year				
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From: Month	Year				
To: Month	Year	<u>Present/Final</u>			

**Which do you consider more important as far as a golf course is concerned - courteous, prompt service or a quality product? Why?**

\_\_\_\_\_

**What do you consider to be the most important qualifications of a Crystal Lake employee?**

\_\_\_\_\_

**Thank you for filling out this application form and for your interest in working for us. Your opportunity for employment here will be based only on your qualifications and merits.**

**PLEASE READ CAREFULLY - APPLICANT'S CERTIFICATION AND AGREEMENT**

*I hereby certify that the information contained in this application is true and correct to the best of my knowledge and agree that Crystal Lake Golf Course ('Company') may confirm any of the statements unless I have indicated to the contrary. I recognize and agree that the Company may conduct a general inquiry and investigation into my background and employment history. I authorize the referenced persons and former employers listed above, as well as all other individuals whom the Company contacts, to provide the Company any and all information concerning me and my previous employment and any other pertinent information that they may have. Furthermore, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to the Company as well as from the use or disclosure of such information by the Company or any of its agents, employees, or representatives. I understand that any misrepresentation, falsifications, or material omission of information on this application may result in my failure to receive an offer of employment or, if hired, it will subject me to immediate discharge.*

*In consideration of my employment, I agree to conform to and abide by the rules and standards of the Company and agree that my employment and compensation can be terminated at will, with or without cause, and with or without notice, at any time, either at my option or at the option of the Company.*

*I agree that this application along with other employment documents which I will sign if I am hired, shall constitute a final and fully binding integrated agreement with respect to the at-will nature of my employment relationship and that there are no oral or collateral agreements regarding this issue.*

*I also understand that all offers of employment are conditioned on the Company's receipt of satisfactory responses to reference requests and that provision of satisfactory proof of an applicant's identity and legal authority to work in the United States, as well as the satisfactory completion of any security screening, including pre-employment substance abuse screening, that may be required by the Company.*

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\*\*\*\* EQUAL OPPORTUNITY EMPLOYER \*\*\*\*\***

**STOP: APPLICANT - DO NOT WRITE BELOW THIS LINE.**

**PART 2:** *(to be completed by employer)*

Date & Time Interviewed: _____	Interviewed by: _____
Position Offer:      Yes <input type="checkbox"/> No <input type="checkbox"/>	Job Title: _____      Core: <input type="checkbox"/> Flex: <input type="checkbox"/>
Rate of Pay: _____	Manager/Superintendent Approval (signature) _____