



# Nakoma Golf Club

## Employment Application

### APPLICANT INFORMATION

Name (First, Middle, Last):		Home: (    )	
		Mobile: (    )	
Street Address:	City:	State:	Zip:
Email Address:			
Other Names Used:			

### EMERGENCY CONTACT INFORMATION

In Case of an Emergency, please notify: _____	Relationship: _____
Address: _____	Phone: _____

Position(s) Applied For: \_\_\_\_\_  Full Time     Part Time     Seasonal

Salary Desired: \$ \_\_\_\_\_ Available to start: \_\_\_\_\_

Days available for work:     Monday     Tuesday     Wednesday     Thursday     Friday     Saturday     Sunday  
*(check all that apply)*

Referral Source:     Advertisement     Employee \_\_\_\_\_     Member \_\_\_\_\_  
 Walk-in     Other: \_\_\_\_\_

Have you previously applied at Nakoma Golf Club?     YES     NO

Have you previously been employed by Nakoma Golf Club?     YES     NO

If yes, give dates and department: \_\_\_\_\_

Do you have any relatives currently employed by Nakoma Golf Club?     YES     NO

If yes, give name(s) and department(s): \_\_\_\_\_

Are you 18 or older?     YES     NO    If not, state date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

If under 18, can you provide a work permit?     YES     NO

If under 18, how many hours per week are you employed elsewhere? \_\_\_\_\_ hours

Do you have transportation to and from work?     YES     NO

Are you authorized to work in the US?     YES     NO

***(You will be required to provide proof of identity and authorization within 72 hours of employment)***

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?     YES     NO    If no, describe any functions that cannot be performed: \_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of a crime?     YES     NO

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

### EDUCATION

Schooling Type	School Name And Address	Did you Graduate?	Type Of Degree
High School		<input type="checkbox"/> YES <input type="checkbox"/> NO	
College		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Grad School		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Other (specify)		<input type="checkbox"/> YES <input type="checkbox"/> NO	

### MILITARY SERVICE RECORD

War Veteran? <input type="checkbox"/> YES <input type="checkbox"/> NO	Branch:	Date Entered:	Rank Attained:	Date of Discharge:
--	---------	---------------	----------------	--------------------

*Continued on back ->*

**EMPLOYMENT HISTORY**

**Please complete the following section, starting with your most recent or current employment.  
If you have provided a resume, you must still complete any information missing from the resume.**

Current or Most Recent Employer:		Position/Duties:	
Employer Address:			
Supervisor (Name/Title):	Phone:	Dates Employed:	
		From: (Mo/Yr) _____	To (Mo/Yr: _____
Salary: Starting: _____ Ending: _____		Reason For Leaving:	
May We Contact This Employer: <input type="checkbox"/> YES <input type="checkbox"/> NO			

Previous Employer:		Position/Duties:	
Employer Address:			
Supervisor (Name/Title):	Phone:	Dates Employed:	
		From: (Mo/Yr) _____	To (Mo/Yr: _____
Salary: Starting: _____ Ending: _____		Reason For Leaving:	
May We Contact This Employer: <input type="checkbox"/> YES <input type="checkbox"/> NO			

Previous Employer:		Position/Duties:	
Employer Address:			
Supervisor (Name/Title):	Phone:	Dates Employed:	
		From: (Mo/Yr) _____	To (Mo/Yr: _____
Salary: Starting: _____ Ending: _____		Reason For Leaving:	
May We Contact This Employer: <input type="checkbox"/> YES <input type="checkbox"/> NO			

Previous Employer:		Position/Duties:	
Employer Address:			
Supervisor (Name/Title):	Phone:	Dates Employed:	
		From: (Mo/Yr) _____	To (Mo/Yr: _____
Salary: Starting: _____ Ending: _____		Reason For Leaving:	
May We Contact This Employer: <input type="checkbox"/> YES <input type="checkbox"/> NO			

**Please read the following statement carefully:**

I agree to comply with all of the rules of Nakoma Golf Club. I certify that the facts contained in this application are true and complete to the best of my knowledge, and understand that, if employed, any falsification or omission of information provided on this application, or while interviewing, will be grounds for dismissal, even if not discovered until after my employment begins with this organization. I authorize Nakoma Golf Club to contact any previous employers, except as specified on this form, and I release both Nakoma Golf Club and my previous employers from any liability arising from disclosure of information concerning my employment history. I understand and agree that if hired, my employment with Nakoma Golf Club is "at will" and is for no definite period. I may resign or be discharged at any time without prior notice and without cause.

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

*Nakoma Golf Club is an equal opportunity employer, and does not discriminate in hiring or employment on the basis of race, color, religion, national origin, age, gender, sexual orientation, marital status, disability status, veteran status, or any other federal and state protected status. No question on this application is intended to secure information to be used for such discrimination.*

**For Office Use Only**

<b>Interviewed by:</b> _____	<b>Date:</b> _____
<b>Remarks:</b> _____	
<b>Neatness:</b> _____	<b>Ability:</b> _____
<b>Hired:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Position:</b> _____ <b>Department:</b> _____