



EMPLOYMENT APPLICATION

Duck Woods Country Club, Inc. is an Equal Opportunity Employer. We comply with all applicable Federal, State, and Local Laws concerning discrimination in employment. No question in this application is intended to elicit information in violation of any such law nor will any information obtained in response to any question be used in violation of any such law.

PERSONAL INFORMATION			
POSTION APPLIED FOR:		APPLICATION DATE:	
LAST NAME:	FIRST NAME:	MIDDLE NAME:	
ADDRESS:	CITY:	STATE:	ZIP:
TELEPHONE:		EMAIL:	

As a condition of hire, all positions may be subject to a background check where applicable by law. Do you understand that you may be required to submit to a background check for the position you are applying for? (circle one) Yes No
A conviction discovered by a background check will not necessarily automatically disqualify you from employment. Final decisions of employment will be made in accordance with the Fair Credit Reporting Act, 15 USC § 1681.

Are you legally authorized to work in the United States?	(circle one)	Yes	No
Will you now or in the future require sponsorship for employment visa status (H1-B)?	(circle one)	Yes	No
If you are under eighteen (18), are you able to furnish a work permit?	(circle one)	Yes	No
Can you perform the essential functions of the position for which you are applying?	(circle one)	Yes	No
If no, please explain: _____			

HAVE YOU EVER BEEN EMPLOYED AT DUCK WOODS? (circle one) Yes No	LIST FRIENDS/RELATIVES WORKING FOR DUCK WOODS:						
If yes, what position?							
DATE AVAILABLE TO START:	EMPLOYEMENT TYPE: FULL-TIME PART-TIME SEASONAL						
	Please circle one of the above						
IF PART-TIME, WHAT IS YOUR AVAILABILITY?	MON	TUE	WED	THUR	FRI	SAT	SUN
FROM:							
TO:							

WORK EXPERIENCE			
FROM:	TO:	COMPANY NAME/ADDRESS:	TELEPHONE:
POSITION:		SUPERVISOR:	
LAST WAGES:		REASON FOR LEAVING:	
FROM:		COMPANY NAME/ADDRESS:	TELEPHONE:
POSITION:		SUPERVISOR:	
LAST WAGES		REASON FOR LEAVING:	
FROM:		COMPANY NAME/ADDRESS:	TELEPHONE:
POSITION:		SUPERVISOR:	
LAST WAGES:		REASON FOR LEAVING:	

MAY WE CONTACT THE EMPLOYERS ABOVE? (circle one) Yes No	If "No", indicate which one(s) you do not wish us to contact. _____ _____
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Have you completed any special courses, seminars and/or training that would enable you to perform the position for which you are applying? Do you hold any certification(s) and/or membership(s)? An example would be PGA, CPR, CPA, Food Handling, etc.). Please list any skills, certifications, memberships, additional computer skills, and/or languages spoken.

EDUCATION				
NAME	ADDRESS	YEARS COMPLETED	DID YOU GRADUATE?	COURSE OF STUDY
HIGH SCHOOL				
COLLEGE				
OTHER				

PROFESSIONAL REFERENCES - Please include one current or former manager.		
NAME, TITLE, AND COMPANY	TELEPHONE OR EMAIL	RELATIONSHIP YRS. KNOWN

APPLICANT CERTIFICATION - Please read thoroughly before signing.

I certify that the answers given by me to the foregoing questions and the statements made by me in this application are correct and complete. I understand that if I become employed a misrepresentation or omission of fact in this application may result in my discharge from employment. I authorize Duck Woods Country Club, Inc. as part of its evaluation of my suitability for employment to contact all previous supervisors, school officials and references to secure information concerning my skills, character and ability.

I further acknowledge and agree that no manager or representative of Duck Woods Country Club, Inc. has any authority to enter into any employment agreement. I understand and agree that, if I am employed, I will be an at-will employee, and Duck Woods Country Club Inc. may terminate my employment at any time and for any reason with or without prior notice.

APPLICANT'S SIGNATURE: _____ DATE SIGNED: _____

DUCK WOODS STAFF USE ONLY	
Interview?	Yes No
Interview Date/Time:	Interviewed By: _____
Acceptable for Employment?	Yes No
Start Date: _____	Position/Title: _____
Pay Rate: _____	