



# HIDDEN VALLEY COUNTRY CLUB

## Employment Application

Various Federal, State and local laws prohibit discrimination based on race, color, sex, religion, national origin, ancestry, age, disability or marital status. HVCC is an equal opportunity employer and your response to any question will not be used as a basis for discrimination, but will be judged on its relevance to the position you are seeking.

### PERSONAL INFORMATION

DATE / /

Name (Last)		First		DATE / /		(Middle)		
Home Address			City		State		Zip	
Home Telephone ( ) ( )		Business Telephone ( ) ( )		May we contact you at work?				
				<input type="checkbox"/> Yes		<input type="checkbox"/> No		
Position Applying For		Date Available / /		Are you interested in (check all that apply)				
				<input type="checkbox"/> Full Time		<input type="checkbox"/> Part Time		
				<input type="checkbox"/> Temporary		<input type="checkbox"/> Summer		
Days and hours available.				If you're under 21 years of age, please state your date of birth (no one under age 16 may be hired) / /				
Day	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	
From								
To								
				How were you referred to HVCC? _____				
				Do you have any friends or family who are members at HVCC?				
				<input type="checkbox"/> No <input type="checkbox"/> Yes If so, who? _____				

### EDUCATION

Type of School	Name and Location of School	Degree/Area of Study	Number of Years Attended	Graduated (Check One)
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No
College				<input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate School				<input type="checkbox"/> Yes <input type="checkbox"/> No
Other				<input type="checkbox"/> Yes <input type="checkbox"/> No

### U.S. MILITARY SERVICE

Branch of Service	Technical Specialization	Rank Attained

### SPECIAL SKILLS

Typing Speed _____ wpm	PC Software/Other Equipment
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### LEGAL

Are you a U.S. citizen or do you have a legal right and necessary documents to work in the U.S.?  Yes  No  
(Identity and employment eligibility of all new hires will be verified as required by the Immigration Reform and Control Act of 1986.)

Were you ever discharged by any company?  Yes  No If yes, give name of company(ies) \_\_\_\_\_

Reason for discharge: \_\_\_\_\_

Have you ever been convicted of a crime other than a minor traffic violation? The existence of a criminal record will not automatically disqualify you from the job for which you are applying.  Yes  No If yes, please explain offense and final disposition: \_\_\_\_\_

# EMPLOYMENT HISTORY

List employment starting with your most *recent* position. Account for any time during this period that you were unemployed by stating the nature of your activities. *May we contact your present employer?*  Yes  No *Past Employer?*  Yes  No Please indicate if you were employed under a different name.

DATES	NAME AND ADDRESS OF EMPLOYER	POSITION HELD AND SUPERVISOR	LIST MAJOR DUTIES	SALARY OR WAGES	REASON FOR LEAVING
From: _____/_____/_____ mo. yr.	Name _____ Address _____ City _____ To: _____/_____/_____ mo. yr. State _____ Phone _____	Your Job Title _____ Supervisor _____		Starting _____ Final _____	
From: _____/_____/_____ mo. yr.	Name _____ Address _____ City _____ To: _____/_____/_____ mo. yr. State _____ Phone _____	Your Job Title _____ Supervisor _____		Starting _____ Final _____	
From: _____/_____/_____ mo. yr.	Name _____ Address _____ City _____ To: _____/_____/_____ mo. yr. State _____ Phone _____	Your Job Title _____ Supervisor _____		Starting _____ Final _____	
From: _____/_____/_____ mo. yr.	Name _____ Address _____ City _____ To: _____/_____/_____ mo. yr. State _____ Phone _____	Your Job Title _____ Supervisor _____		Starting _____ Final _____	

Have you previously worked for Hidden Valley Country Club?  Yes  No

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

## REFERENCES

Business references:(do not list relatives) (please indicate if you were employed under a different name)				
NAME	ADDRESS	WORK PHONE NO.	TITLE	YEARS KNOWN
			( )	
			( )	
			( )	

## PLEASE READ CAREFULLY

I understand that, with my authorization, an investigation may be made whereby information is obtained regarding my character, previous employment, general reputation, educational background, credit record and/or criminal history.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in immediate dismissal. I understand, also, that I am required to abide by all rules and regulations of HVCC.

I understand and agree that if employed, the employment will be "at will." That is, either I or HVCC may end the employment relationship at any time, for any reason, or for no reason. I understand that receipt of this application by HVCC does not imply employment and that this application and/or any other HVCC documents are not contracts of employment.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DATE SIGNED