



Date called for interview: _____
 Date interviewed: _____
 PRE-EMPLOYMENT SCREENING STARTED
 By: _____ Date: _____

LA JOLLA COUNTRY CLUB

APPLICATION FOR EMPLOYMENT

NAME:			Home Phone ()	
First	Middle	Last	Work Phone ()	
ADDRESS:				
Street		City	State	Zip

OTHER NAMES USED: _____

REFERRAL SOURCE: Advertisement Employee Relative Walk-in Agency
 Other _____

Days Available for Work: (Please Circle): Mondays Tuesdays Wednesdays Thursdays Fridays Saturdays Sundays
 Please Check All that Apply: Holidays Weekends Nights Days
 Date available to start work: _____
 Would you be available to work overtime, if necessary? Yes No
 Comments: _____

Position(s) Applying for: Full-Time Part-Time Regular Temporary
 1) _____ 2) _____

Desired Salary? _____

Are you currently employed? Yes No
 May we contact your present employer? Yes No
 May we contact your previous employers? Yes No
 Please indicate any exception and/or reason for not contacting _____

Have you previously applied for a position with the La Jolla Country Club? Yes No
 If yes, give date _____

Have you ever been employed by the La Jolla Country Club? Yes No
 If yes, give date _____

Do you have relatives currently employed by the La Jolla Country Club? Yes No
 If yes, give name and department _____

If hired, can you provide proof that you are eligible to legally work in the United States Yes No
 (You will be required to provide proof of your identity and authorization to work within 72 hours of employment)?

Are you below the age of eighteen (18)? Yes No
 If yes, can you provide a work permit? Yes No

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 the functions that cannot be performed:

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions)

Have you ever been convicted for a crime? Yes No

(Convictions for marijuana-related offenses for personal use that are more than two years old need not be listed).

If yes, state nature of the crime(s), when and where convicted, and disposition of the case: (the La Jolla Country Club will not deny employment to any applicant solely because the person has been convicted of a crime. The La Jolla Country Club however, may consider the nature, date and circumstances of the offense as well as whether the offense is relevant to the duties of the position applied for).

EDUCATION:

	Name and Address	Did you Graduate?	Degree/Diploma Or Certificate	Major Course Of Study?	Number of Years Completed?
High School					
College					
Graduate School					
Other Training					

EMPLOYMENT HISTORY:

Please complete the following, starting with your most recent or current employment. If you have provided a resume, you must still complete the requested data that is missing from the resume. Incomplete applications will not be processed.

Current or Previous Employer:			
Street Address:	City:	State:	Zip:
Telephone:			
Name and Title of Immediate Supervisor:			
Dates Employed: From (Mo/Yr)		To (Mo/Yr)	
Starting Salary:		Final Salary:	
Job Title and Description of Duties:			
Reason for Leaving:			

Previous Employer:			
Street Address:	City:	State:	Zip:
Telephone:			
Name and Title of Immediate Supervisor:			
Dates Employed: From (Mo/Yr)		To (Mo/Yr)	
Starting Salary:		Final Salary:	
Job Title and Description of Duties:			
Reason for Leaving:			

Previous Employer:			
Street Address:	City:	State:	Zip:
Telephone:			
Name and Title of Immediate Supervisor:			
Dates Employed: From (Mo/Yr)		To (Mo/Yr)	
Starting Salary:		Final Salary:	
Job Title and Description of Duties:			
Reason for Leaving:			

PROFESSIONAL REFERENCE:

Name	Title	Company	Phone

WORK RELATED SKILLS (*List experience on computers, office equipment, software programs, organizational skills, foreign languages, etc.*) _____

PLEASE READ AND INITIAL EACH OF THE FOLLOWING STATEMENTS:

- _____ I, the undersigned, do hereby certify that the information provided by me in my application for employment, resume, or verbal discussions relating to my consideration for employment are true and complete to the best of my knowledge.
- _____ I understand and agree that any material misrepresentation or omission of a fact on my application and/or resume may result in refusal of employment, or if employed, termination of employment with the La Jolla Country Club.
- _____ I authorize all persons, educational institutions, past and/or current employers and other organizations named in this application to provide the La Jolla Country Club with any relevant information that may be required to make an employment decision. Further, I release all parties and persons from any and all liability for any damages that may result in furnishing such information to the La Jolla Country Club as well as from the use and disclosure of such information by La Jolla Country Club or any of its agents, employees, or representatives. Also, I understand that any offer of employment at the La Jolla Country Club, if made, is contingent upon verifying references including employment as well as educational history, if applicable.
- _____ I understand that the La Jolla Country Club is required by the Immigration Control and Reform Act to make this offer contingent upon my showing proof of the right to work in the U.S., within my first 3 days of employment. Proof includes original documents that show identity and right to work in the U.S. In addition to the requirements of the Immigration Control and Reform Act, I understand that the La Jolla Country Club has a policy as a condition of employment requiring the viewing and verification of my Social Security card.
- _____ I understand that if employed by the La Jolla Country Club, such employment is for no specified term. Employment at the La Jolla Country Club is "at will" and can be terminated at any time by either party, with or without cause and with or without notice. I also understand and agree that no interviewer, employee, officer or other representative of the La Jolla Country Club, other than the General Manager, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing at-will employment. I understand that any such agreement must be in writing and signed by me and the General Manager of the La Jolla Country Club.
- _____ I understand that if I am extended an offer of employment, and begin working at the La Jolla Country Club before my background check is completed, I may be released from employment at the La Jolla Country Club if the results of the background check are not satisfactory.
- _____ I agree to protect the La Jolla Country Club's confidential information and not to disclose the La Jolla Country Club or member information to others.

Signature of Applicant _____ *Date* _____

La Jolla Country Club does not discriminate in hiring or employment on the basis of race, color, religion, national origin, age, sex, sexual orientation, gender, marital status, disability status or Vietnam or disabled veteran status, or any other federal and state protected class. No question on this application is intended to secure information to be used for such discrimination.