



BELLERIVE COUNTRY CLUB

APPLICATION FOR EMPLOYMENT

Bellerive Country Club is an equal opportunity employer. We encourage all qualified individuals to apply for employment. If you require accommodations to complete the application or interview process, please contact the Human Resources Department.

(PLEASE PRINT)

DATE _____

Name: _____
Last First Middle

Mobile Telephone: (____) _____ Home Telephone: (____) _____

Present Address: _____
House/Apt Number Street City State Zip

How long have you lived at your present address? _____

Permanent Address: (If different from present address)

Number Street City State Zip

Email address: _____

EMPLOYMENT DESIRED

Position applying for: Food & Beverage Porter/Housekeeping Grounds Other: _____

Referral Source: _____

Are you applying for: (Please circle Yes or No)

Regular full-time work?Yes No

Regular part-time work?Yes No

Temporary work, e.g. Summer or Holiday work?.....Yes No

What days and hours are you available to work? _____

(If you have a bona fide religious restriction that prohibits working on a given day, Bellerive will endeavor to accommodate such restriction.)

If applying for temporary work, during what period of time will you be available?

From: _____ To: _____

Are you available to work on nights and weekends?.....Yes No

Would you be available to work overtime, if necessary?.....Yes No

If hired, on what date can you start work? _____

Salary desired: _____

PERSONAL INFORMATION

Have you ever applied to work for Bellerive Country Club?.....Yes No
 If yes, when? _____ What position? _____

Do you have any friends or relatives working for Bellerive?.....Yes No

If hired, would you have a reliable means of transportation to and from work?.....Yes No

Are you at least 18 years of age? (Note: If under 18, hire is subject to verification that you are of legal minimum age.).....Yes No

Do you have the legal right to work in the United States?.....Yes No
 (Note: Proof of identity and legal authority to work in the United States is a condition of employment.)

Have you ever been convicted of a crime other than a traffic violation?.....Yes No
 If yes, please state the nature of the crime(s), when and where convicted and disposition of the case:

 (Note: A conviction will not necessarily be a bar to employment; factors such as age and time of the offense, seriousness and nature of the violation and rehabilitation will be taken into account.)

Are you currently employed?.....Yes No
 If yes, may we contact your current employer?.....Yes No

Are you able to perform the essential functions of the job for which you are applying, either with or without a reasonable accommodation?.....Yes No

School	Name and Address	No. of Years Completed	Did you Graduate?	Degree or Diploma
High School				
College/University				
Vocational/Business				
Other				

Do you have any other experience, training, qualifications or skills which you feel make you especially suited to work for Bellerive Country Club? If so please explain: _____

Person to notify in case of emergency:

Name: _____ Phone #: _____

Address: _____

EMPLOYMENT HISTORY

Please list all present and past employment starting with your most recent employer (last ten [10] years is sufficient). You must complete this section even if attaching a resume. If additional pages are needed, please attach.

Name of Employer: _____
Address: _____
Type of Business: _____
Telephone: (____) _____ Your Supervisor's Name: _____
Your Position and Duties: _____
Dates of Employment: From: _____ To: _____
Starting Pay: _____ Ending Pay: _____
May we contact this employer?.....Yes No
Reason for Leaving: _____

Name of Employer: _____
Address: _____
Type of Business: _____
Telephone: (____) _____ Your Supervisor's Name: _____
Your Position and Duties: _____
Dates of Employment: From: _____ To: _____
Starting Pay: _____ Ending Pay: _____
May we contact this employer?.....Yes No
Reason for Leaving: _____

Name of Employer: _____
Address: _____
Type of Business: _____
Telephone: (____) _____ Your Supervisor's Name: _____
Your Position and Duties: _____
Dates of Employment: From: _____ To: _____
Starting Pay: _____ Ending Pay: _____
May we contact this employer?.....Yes No
Reason for Leaving: _____

Name of Employer: _____
Address: _____
Type of Business: _____
Telephone: (____) _____ Your Supervisor's Name: _____
Your Position and Duties: _____
Dates of Employment: From: _____ To: _____
Starting Pay: _____ Ending Pay: _____
May we contact this employer?.....Yes No
Reason for Leaving: _____

Have you ever been terminated or asked to resign your job? If yes, please explain: _____

Please identify and explain all periods of unemployment over the past ten (10) years:
From: _____ To: _____ Reason: _____
From: _____ To: _____ Reason: _____

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military?.....Yes No

If so, please describe: _____

REFERENCES

Please list below three people not related to you, who have knowledge of work performance within the last three (3) years:

Name: _____ Occupation: _____
Address: _____
Telephone: (_____) _____ Number of Years Acquainted: _____

Name: _____ Occupation: _____
Address: _____
Telephone: (_____) _____ Number of Years Acquainted: _____

Name: _____ Occupation: _____
Address: _____
Telephone: (_____) _____ Number of Years Acquainted: _____

ACKNOWLEDGEMENT

Please read carefully, initial each paragraph, and sign below.

_____ I hereby certify that the information contained in this application is true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any misrepresentation, falsification or omission of information on this application or any document used to secure employment shall be grounds for rejection of this application or immediate discharge if I am employed; regardless of the time elapsed before discovery.

_____ I hereby authorize the Club to thoroughly investigate my background and the information on my application, including, but not limited to, my references, work record, education and other matters related to my suitability for employment. Further, I authorize the references I have listed to disclose to the Club all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Club, my former employers and all other persons or entities from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosures.

_____ The Club adheres to a policy of AT-WILL employment which means that each employee and the Club each retain the right to terminate the employment relationship and that the Company retains the right to modify an employee's position or compensation at any time, with or without cause or notice. No one other than the General Manager has the authority to make any binding promise or enter into any agreement inconsistent with Club's at-will policy and any such agreement must be in writing and signed by both the employee and the General Manager of the Club to be effective.

_____ I understand that I may, at any time, be required to pass a urinalysis or blood test as a condition of employment or the continuation of employment and that my refusal to take such a test will result in my immediate termination. In addition, for Food and Beverage employees ONLY, as a condition of employment or the continuation of employment, I am required to obtain a Hepatitis A immunization within two weeks of being offered employment and that I must provide a certificate of immunization to the Club in accordance with applicable law.

Date: _____ Applicant's Signature: _____