



# Application for Employment

Colonial Golf & Tennis Club is an Equal Opportunity Employer.  
Please print or type. The application must be fully completed to be considered, even if attaching a resume.

## Personal Information

Name		Date	
Address	City	State	Zip
Phone Number		Email Address	
Are you legally eligible to work in the U.S.?		Are you 18 or older?	
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If selected for employment, are you willing to submit to a pre-employment drug screening test and/or background check?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			

*(If offered employment, you will be required to provide documentation to verify eligibility to work in the U.S.)*

## Referral Source

How did you hear about this position?			
Have you applied here before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, when:
Have you ever worked her before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, when:
Do you know anyone who works here?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, who:

## Position

Position for which you are applying	Date Available	Salary Desired
Employment Desired: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal/Temporary		

## Shift Availability

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From							
To							

## Skills/Licenses/Memberships

What skills or additional training do you have that are related to the job for which you are applying?
What machines or equipment can you operate that are related to the job for which you are applying?
Please list any professional licenses or memberships you possess that are related to the job for which you are applying. <i>(You do not need to disclose information that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status, or any other protected status.)</i>

## Education

School Name	Location	Years Attended	Degree Received	Major

## Employment History

Employer Name		Dates of Employment		
		From	To	
Address	City	State	Zip	
Job Title	Supervisor	Phone #		
Summarize the nature of work performed and job responsibilities				
Reason for Leaving			Pay Rate	

Employer Name		Dates of Employment		
		From	To	
Address	City	State	Zip	
Job Title	Supervisor	Phone #		
Summarize the nature of work performed and job responsibilities				
Reason for Leaving			Pay Rate	

Employer Name		Dates of Employment		
		From	To	
Address	City	State	Zip	
Job Title	Supervisor	Phone #		
Summarize the nature of work performed and job responsibilities				
Reason for Leaving			Pay Rate	

Have you ever been fired from a job or asked to resign?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details		

**References***Please provide the names of 3 people not related to you, whom you have known for at least 3 years.*

Name	Address	Phone
Name	Address	Phone
Name	Address	Phone

**Applicant's Certification & Agreement**

Colonial Golf & Tennis Club is an equal opportunity employer. Colonial Golf & Tennis Club does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status, unfavorable discharge from military service, or any other protected class.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Colonial Golf & Tennis Club to hire me. If I am hired, I understand that either Colonial Golf & Tennis Club or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Colonial Golf & Tennis Clubs has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Colonial Golf & Tennis Club true and complete information on this application. No requested information has been concealed. I authorize Colonial Golf & Tennis Club to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

I understand that if I am extended an offer of employment, it will be conditioned upon my successfully passing a background check, including a drug screen. I hereby consent to a pre- and/or post-employment drug screen and background check as a condition of employment.

I have read, understand, and by my signature, agree to each of the above statements.

Signature	Date
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**HR/Manager Use Only**

Routed to Manager	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If Yes, when/to whom
Interviewed By	Date	Hire	<input type="checkbox"/> Yes <input type="checkbox"/> No
Job Title	Department	Pay Rate	