



**360 Southpointe Boulevard • Canonsburg, PA 15317**

**Phone: 724-746-2950 • Fax: 724-746-9444**

## **APPLICATION FOR EMPLOYMENT**

Southpointe Golf Club is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religion, marital status, sexual orientation, political belief, disability or genetic information.

### **PLEASE READ CAREFULLY – PRINT CLEARLY – ANSWER ALL QUESTIONS**

The questions on this form are asked to allow us to thoroughly evaluate your ability and chance for success in the position for which you are applying. Every effort has been made to comply with applicable state and federal laws.

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_

Any other name(s) under which you have been previously employed or under which school records would be located: \_\_\_\_\_

Please provide your current address:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Alternate Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email Address (optional): \_\_\_\_\_

Have you ever been employed by Southpointe Golf Club?  Yes  No

When? \_\_\_\_\_ Reason for Leaving? \_\_\_\_\_

Are you below the age of 18?  Yes  No

If yes, can you furnish a work permit?  Yes  No

Do you have any restrictions or obligations that would prevent you from working consistently or arriving to work on time?  Yes  No

If hired, can you furnish proof that you are eligible to work in the United States?  Yes  No

Have you, since the age of 18, ever been convicted of a crime?  Yes  No

If yes, explain \_\_\_\_\_

Note: A conviction will not necessarily bar you from employment. Each conviction will be judged on its own merits with respect to time, circumstances and seriousness.

<b>EMPLOYMENT DESIRED</b>
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Position: \_\_\_\_\_ Date Available: \_\_\_\_\_

Can you travel if the job requires it?  Yes  No

Type of Employment Desired:  Full-time  Part-time  Temporary  Summer Only

Are you willing to work:  Overtime  Holidays  Weekends  Evenings  Nights

Hours Available:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From							
To							

For driver jobs only: Do you have a valid driver's license?  Yes  No

Driver's License Number: \_\_\_\_\_

State: \_\_\_\_\_

Have you had your driver's license suspended or revoked in the last 3 years?  Yes  No

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: Must be 18 years of age to operate a company vehicle.

## EDUCATION AND TRAINING

	Name & Address of School	Major/Minor	Did you graduate?	# of Credits Earned	Diploma/Degree
<b>High School</b>					
<b>Undergraduate College</b>					

Additional Training	Description	Degree/Certificate/License	Date Completed

## EMPLOYMENT HISTORY

List your current or most recent employment first. Include work-related internships, military and volunteer work. You may exclude voluntary work which indicates race, color, religion, nationality, handicap or other protected status. Please account for all time for the last five years. Please do not answer "See Resume." This section must be completed.

Employer: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date Employed: From \_\_\_\_\_ To \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

Starting Wage: \_\_\_\_\_ Ending Wage: \_\_\_\_\_

Immediate Supervisor and Title: \_\_\_\_\_

Summarize the nature of the work performed and job responsibilities:

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact for a reference? \_\_\_\_\_

*Employment History Continued*

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Employer: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date Employed: From \_\_\_\_\_ To \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

Starting Wage: \_\_\_\_\_ Ending Wage: \_\_\_\_\_

Immediate Supervisor and Title: \_\_\_\_\_

Summarize the nature of the work performed and job responsibilities:

\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact for a reference? \_\_\_\_\_

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Employer: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date Employed: From \_\_\_\_\_ To \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

Starting Wage: \_\_\_\_\_ Ending Wage: \_\_\_\_\_

Immediate Supervisor and Title: \_\_\_\_\_

Summarize the nature of the work performed and job responsibilities:

\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact for a reference? \_\_\_\_\_

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## REFERENCES

List the names of persons not related to you whom we may contact to verify your qualifications for the job for which you are applying:

Name and Nature of Affiliation	Address	Occupation & Company	Telephone Number

Please provide any additional information you feel may be helpful to us in considering your application.

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- Referral Source:  Advertisement  Walk-in  
 Employee  Private Employment Agency  
 Government Employment Agency  Relative  
 Other \_\_\_\_\_

**CERTIFICATION OF ACCURACY AND AUTHORIZATION FOR THE  
RELEASE OF INFORMATION**

I certify that the information I have provided is true, correct, and complete in all material respects. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in termination. I also understand that I am required to abide by all rules and regulations of Southpointe Golf Club.

In connection with my application for employment with Southpointe Golf Club, I hereby authorize Southpointe Golf Club and any of its officers, agents, employees, and servants to solicit all relevant information with regard to this application. This authorization includes, but is not limited to, matters of opinion relating to my character, ability, reputation, credit history, past conduct education, compensation, and experience along with reasons for termination of employment from previous employers. I understand that investigative background inquiries may be made on me including previous employers, schools and other reports. Furthermore, I understand that the company may be requesting information from various federal, state and other agencies which maintain records concerning my past activities relating to my driving, criminal, civil and other experiences as well as claims involving me in the files of insurance companies. I understand that such information will be used by Southpointe Golf Club and its agents without restriction or qualification. I voluntarily waive all recourse and release all such providers of said information from liability for complying with this authorization.

I hereby release and discharge Southpointe Golf Club, its agents and servants, their respective parents, subsidiaries, affiliates, successors and assigns, and each of their respective shareholders, officers, directors, employees, former employees, agents, contractors, and attorneys from any claim or liability, including attorney's fees, relating to or arising out of, but not limited to, the performance of the pre-employment investigation, the ultimate employment determination, and the disclosure of the information as described herein and as required by law, and any termination of my employment because of the falsity, answers or omissions made by me in this application.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Southpointe Golf Club is of an "at will" nature, which means that Southpointe Golf Club may discharge me at any time with or without cause, and with or without notice. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless change is specifically acknowledged in writing by an authorized executive of Southpointe Golf Club.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_