

APPLICATION FOR EMPLOYMENT

CHATMOSS COUNTRY CLUB, INC.
 550 MT. OLIVET ROAD
 P.O. BOX 5063
 MARTINSVILLE, VIRGINIA 24115
 PHONE (276) 638-2484
 FAX (276) 638-2426
 EMAIL: manager@chatmosscc.org

Chatmoss Country Club, Inc. does not discriminate against applicants or employees because of their age, race, color, religions, national origin, sex, or any other basis prohibited by law. Furthermore, Chatmoss Country Club, Inc. will not discriminate against any applicant or employee because he or she is mentally or physically disabled provided he or she is qualified and meet the requirements established by Chatmoss Country Club, Inc.					
PLEASE TYPE OR PRINT CLEARLY				Date	
If you need help filling out this form or any phase of the employment process, please notify the person who gave you this form and every effort will be made to accommodate your needs in a reasonable amount of time.					
Name (Last) (First) (Middle)			Social Security Number		
			- -		
Address (Street)		(City)	(State)	(Zip Code)	Phone Number ()
Are you 18 years old or older?		<input type="checkbox"/> Yes <input type="checkbox"/> No		If not, state your date of birth.	
TYPE OF POSITION DESIRED					
Position Applied For:					
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Temporary	Date available:	
Have you ever worked for Chatmoss Country Club, Inc.?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, when and in which department?					
Have you ever applied to Chatmoss Country Club, Inc.?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, when?					
To comply with the Immigration Reform and Control Act of 1986, if you are hired you will be required to provide documents to establish your identity and your authorization to be employed in the United States. Such documents will be required before your first day of hire.					
How were you referred to Chatmoss Country Club, Inc.?					
Are you willing to take a pre-employment drug test?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of a crime (misdemeanor or felony)?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, explain:					
(Disclosure of a criminal record will not necessarily disqualify you for employment. Each conviction will be evaluated on its merits with respect to time, circumstances and seriousness, in relation to the job for which you are applying.)					

EDUCATION

Name and Address of School		Dates Attended		Graduated		Type of Degree/Diploma received or expected	Major/Minor Fields of Study
		From	To	Yes	No		
		Mo/Yr	Mo/Yr				
High School							
College/ University							
Graduate School							
Other							

List any clubs, organizations, societies, or professional groups to which you belong which have a direct bearing upon your qualifications for the job which you are applying.

List any hobbies or interests which have a direct bearing on the job for which you are applying.

Do you possess a valid current driver's license (only for jobs that require driving a vehicle)?

Yes

No

Driver's license number and state:

MILITARY SERVICE

Have you ever been a member of the armed forces of the United States?

Yes

No

If yes, list any special skills or abilities you developed while in the military service which directly relate to the job for which you are applying.

EXPERIENCE
(Most Recent Experience First)

Name and Address of Employer	Starting Position		Ending Position
1			
	Salary		Name & Title of Supervisor
		Starting	Ending
	Phone: ()	\$	\$
	From (Mo/Yr): To (Mo/Yr):	Reason for Leaving:	
2			
	Salary		Name & Title of Supervisor
		Starting	Ending
	Phone: ()	\$	\$
	From (Mo/Yr): To (Mo/Yr):	Reason for Leaving:	
3			
	Salary		Name & Title of Supervisor
		Starting	Ending
	Phone: ()	\$	\$
	From (Mo/Yr): To (Mo/Yr):	Reason for Leaving:	

May we contact the employers listed above? Yes No
 If no, indicate by number which one(s) you do **not** want us to contact.

Use this space to describe any previous work history and/or to detail particular job responsibilities listed above. Include any additional information which you feel may be relevant to the job for which you are applying.

REFERENCES

(Individual Familiar With Your Work Ability – Do Not Include Relatives)

Name	Address	Phone Number	Years Know/Relationship

CERTIFICATION AND RELEASE

I hereby certify that all statements made in this application are true are correct to the best of my knowledge and belief. I understand and agree that any misrepresentation or omission of facts in my application may be justification for refusal to hire, or termination of employment.

I further understand that an investigative report may be made as to my character and general reputation. I authorize all past employers, schools, persons and organizations having relevant information or knowledge to provide it to Chatmoss Country Club, Inc. or its duly authorized representative for its use in deciding whether or not to offer me employment and specifically waive any required written notification. I hereby release employers, schools, persons and organizations from all liability in responding to inquires in connection with my application.

I understand that nothing in this employment application or in the granting of an interview is intended to create an employment contract between Chatmoss Country Club, Inc. and me for either employment or for the providing of the benefit. If an employment relationship is established, I understand that my employment can be terminated, with or without cause, at the option of either Chatmoss Country Club, Inc. or myself.

In signing this form, I certify that I understand all the questions and statements in this application.

Signature of Applicant

Date

For Employer Use Only

Date Application Received	Reference Source
Interviewed By	Department
Reference Check Completed (Date & By Whom)	
Action and Reason	

FOR INTERNAL USE ONLY
(TO BE COMPLETED BY HIRING MANAGER)

Date of Hire _____

Department _____ Position _____

FLSA Status:

- Exempt (salaried, no OT pay)
- Non-Exempt (hourly, OT pay)

Rate of Pay \$ _____

Classification (check one)

- Full Time (30+ hours/week)
- Part Time (<30 hours/week)
- Seasonal
- Temporary

Hiring Manager Signature

Date

Department Manager Signature

Date

For Office Use Only:

- Drug Testing Results*
- Paychex*
- Jonas*
- Optima*
- Time Sheet*
- Insurance (F/T)*