



BARTON HILLS COUNTRY CLUB

Application For Employment

(In order to consider your application for employment, Barton Hills Country Club requires you to answer all questions completely. If you need extra space to give a complete answer, please use the additional space provided on page three or add additional pages.)

APPLICANT INFORMATION									
Last Name			First			M.I.		Date	
Current Address					Apartment/Unit #				
City				State		ZIP			
CELL				E-mail Address					
Date Available				Desired Salary					
Position Applied for									
Are you a citizen of the United States?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?				
Are you willing to work weekends, Holidays and rotating shifts?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	Explain any limitations?				
Have you work for us previously			YES <input type="checkbox"/>	NO <input type="checkbox"/>	When/where?				
List any friends or relatives working for us:									
Do you have any impairment (physical, mental or medical) which would interfere with your ability to do the job(s) for which you are applying?									
YES <input type="checkbox"/> Please describe:					NO <input type="checkbox"/>				
Have you been convicted of a crime?			YES <input type="checkbox"/> please explain?					NO <input type="checkbox"/>	
Are there pending charges against you?			YES <input type="checkbox"/> please explain?					NO <input type="checkbox"/>	
If hired, when can you start?									

EDUCATION									
High School				Address					
From		To		Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
College				Address					
From		To		Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
Other				Address					
From		To		Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
If you were in school within the past two years, how many days were you absent or late?									

SKILLS | QUALIFICATIONS | MILITARY SERVICE

Do you have any skills, qualifications or experiences which you feel would especially fit you for work with the Club?

If hired, do you have a reliable means of transportation to get to work? YES NO

Are you 18 years or older? YES NO Armed Forces service? YES NO

From: _____ to _____ Branch of Service? _____ Duties? _____

Rank at time of enlistment? _____ Rank/rating at discharge? _____

PREVIOUS EMPLOYMENT

Company _____ Phone _____

Address _____ Supervisor _____

Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____

Responsibilities _____

From _____ To _____ Reason for Leaving _____

May we contact your previous supervisor for a reference? YES NO

Company _____ Phone _____

Address _____ Supervisor _____

Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____

Responsibilities _____

From _____ To _____ Reason for Leaving _____

May we contact your previous supervisor for a reference? YES NO

Company _____ Phone _____

Address _____ Supervisor _____

Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____

Responsibilities _____

From _____ To _____ Reason for Leaving _____

May we contact your previous supervisor for a reference? YES NO

If you were employed within the past two years, how many days were you absent or late?

REFERENCES**PLEASE LIST THREE PROFESSIONAL REFERENCES.**

Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			

ADDITIONAL INFORMATION:**Notice to all participants:**

Before any applicant can begin work, the person must be able to verify, under federal law, that he or she is authorized to work in the United States. All applicants offered a position with Barton Hills Country Club will have to document their authorization to work before the hiring process will be complete.

All applicants are being notified at this time that, if selected for hire, it will be your responsibility to provide Barton Hills Country Club with documentation showing your right to work. Barton Hills Country Club is giving you this notice so you may have those documents ready if you should be offered a position with the Club. The documents will be reviewed by the Personnel Department at the time a conditional offer of employment is made.

What is your availability? List the hours you WILL be available to work; if a student, when is your expected last day of work prior to the next school year?

Month(s)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Jan. thru April							
May thru August							
Sept. thru December							

BARTON HILLS COUNTRY CLUB BACKGROUND CHECK POLICY

All applicants that are 18 years old or over and have been offered a position at the BHCC pool/tennis facility, or anyone that will have direct involvement with the Barton Hills children (examples, but not inclusive, are Date Night or Junior Golf sitters) will be required to have a background check.

I, _____, am aware of and agree to the above background check. I understand that the position I have been offered is contingent on the above background check results.

Date: _____

Signature: _____

Print Name: _____

APPLICANTS CERTIFICATION AND AGREEMENT

Please read carefully:

DISCLAIMER AND SIGNATURE	
1. Certificate of Truthfulness.	
I certify that all statements on this application for employment are made truthfully and without evasion, and further understand and agree that such statements may be investigated and if found to be false will be sufficient reason for not being employed, or if employed may result in dismissal.	
2. Authorization for Employment Information.	
I authorize the references I have listed, and any prior or current employer of mine, to give you any and all information and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing such information to you. Also, I hereby waive written notice to me that employment information is being provided by any person or organization.	
3. Employment At Will	
If hired, in consideration of my employment I agree to abide by the rules and policies of Barton Hills Country Club. I further agree that such employment and all compensation can be terminated with or without cause, and with or without notice, at any time at the option of either Barton Hills Country Club or me. I understand that no agent or representative of Barton Hills Country Club, other than its President, has any authority to enter into any agreement for employment contrary to the foregoing and that the President’s authority to do so may be exercised only by a written employment agreement signed by Barton Hills Country Club’s President.	
Signature	Date

Fill out the form and, if you have a desktop (i.e. MS Outlook) email program use the submit button. If you use webmail (i.e. gmail, yahoo, etc) save the form to your computer and attach to send directly to Barton Hills. Email to: barton@bartonhillsc.com and your application will be directed to the proper department.