

General Information Page 1
Application for Employment

"Irish Hills Golf Club is an equal opportunity employer, providing equal opportunity to all qualified applicants and employees, without regard to race, color, religion, creed, sex, age, national origin, disability, handicap or military status, as defined and required by law. In reading and answering the questions on this application, please keep in mind that the questions are not intended to imply any unlawful limitations, preferences, or discrimination."

Date _____

Name _____

Social Security # ____-____-____

Current address: _____
Street Address or Box Number City, State Zip

Valid Driver's License Number _____ State _____

Daytime phone where you can be reached: ())

Evening phone where you can be reached: ())

E-mail address: _____

Area of interest (circle)

Turf (Outdoor)
Golf Services
Food & Beverage

Are you currently employed? Yes No

Date Available:

General Information Page 2
EDUCATIONAL DATA

School Attended:

School Name/Location:

High School:

(Circle highest grade completed) 1 2 3 4 5 6 7 8 9 10 11 12

Technical, vocational training: (please describe)

College/University:

(Circle highest year completed) 1 2 3 4 Are you currently employed?

Major _____ Minor _____

REFERENCES - List three individuals who are not former employers or relatives.

Name	Address, City, State, Zip Telephone (e-mail)	Occupation
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OTHER JOB RELATED EXPERIENCE

Please list and describe any paid or unpaid activities, honors, experience, or training that might aid you in performing the job(s) for which you have applied, and have not been listed previously in this application. (You may exclude any activity, honor, membership or other item which may tend to identify your race, color, creed, religion, sex, national origin, age, disability or handicap.)

General Information Page 3

1. Have you ever applied for a job with this company in the past? If Yes, please give the date of application and the position for which you applied. State your name at that time, if different from present name.

Yes

No

2. Have you ever been employed by this company in the past? If Yes, please give dates of employment, position(s) held, and state your name while employed, if different from present name.

Yes

No

3. If hired, will you be able to work during the normal days and hours required for the position(s) for which you are applying? If No, please explain:

Yes

No

4. Do you have any commitments to another employer that might affect your employment with our company? If Yes, please explain:

Yes

No

5. If hired, can you furnish proof that you are either a U. S. citizen or an alien authorized to work in the United States?

Yes

No

If Yes, can you verify your identity and your eligibility to work in the United States? (If unsure of the documents needed to prove eligibility to work in the United States, we will be happy to explain the legal requirements.) If No, please explain:

General Information Page 4

6. Have you ever been convicted of any crime, under civilian or military law, excluding minor traffic violations? If Yes, give the date, place and nature of each such conviction. Note: Such conviction does not automatically disqualify an applicant from all employment, considering the date and nature of the offense, the type of job for which the application is being made, and other pertinent factors.

Yes

No

7. Have you ever been convicted, plead guilty, or plead "no contest" to any criminal offense involving dishonesty or a breach of trust, including, but not limited to, theft, fraud, passing bad checks, credit card fraud, forgery, or other crime? Note: If charged, but acquitted, answer No. If Yes, please explain fully:

Yes

No

8. Are you currently charged with an unresolved crime, under civilian or military law, involving dishonesty or breach of trust? If Yes, please explain fully: Note: A Yes answer will not automatically disqualify you from all employment consideration.

Yes

No

9. Have you ever been discharged or asked to resign from employment? If yes, please explain:

Yes

No

EMPLOYMENT HISTORY

Present and former employers. May we contact your present employer? Yes No
List most recent first

Company name Job title and duties

Address City, state, zip

Dates of employment (from/to) Reason for leaving

Supervisor (phone number and email, if known) Your name when employed (if different)

Company name Job title and duties

Address City, state, zip

Dates of employment (from/to) Reason for leaving

Supervisor (phone number and email, if known) Your name when employed (if different)

Important!

PLEASE READ CAREFULLY BEFORE SIGNING

By my signature and initials, I certify that the information given by me on this application is true and complete (as is the information on any resume submitted by me), and that I have not withheld any fact which, if disclosed, would unfavorably affect my job qualifications. I agree that any false or misleading information, or any significant omissions on or in connection with this application, or any related interview or resume, shall be sufficient reason for rejection of my application, or for termination of my employment, if discovered at a later date. I also agree to immediately notify the company if I should be convicted of any felony, or of any crime whatsoever involving dishonesty or breach of trust, while my application is pending, or during my period of employment, if hired.

_____ (initials)

I authorize the investigation of all statements contained in this application (or in any related resume or interview). I also authorize the company to contact my present employer (unless otherwise noted on this application), past employers, and listed references. I understand that the company may request an investigative consumer report from a consumer reporting agency that includes information as to my character, general reputation, personal characteristics, and mode of living. I understand that the investigative consumer report may involve personal interviews with my neighbors, friends, relatives, former employers, schools, and others. I also understand that under the Federal Fair Credit Reporting Act I have a right to make a written request to the company within a reasonable time, for the disclosure of the name and address of the consumer reporting agency, and a complete disclosure of the nature and scope of the investigation.

_____ (initials)

I hereby authorize the company to conduct any investigation it deems proper

regarding my background, information provided, and the information furnished in my employment application including, but not limited to, making inquiries of my previous employer(s). I authorize any person, school, firm, past employer(s) or organizations named in this application, or in any related resume or interview, or otherwise contacted in connection with this job application, to provide the company with any information requested concerning my previous employment, my work habits, character or skill, or my conduct in any transaction, or any other information which may be useful to the company in making a decision concerning my employment fitness or status. Furthermore, I release all such persons and organizations from any claim, damage or liability resulting from their furnishing any such information to the company.

_____ (initials)

I understand that, in the event of my employment, the effective date of my employment shall be the date I actually commence work for the company. Thus I understand and agree that any offer of employment to me shall be conditioned upon my satisfactorily completing any drug or alcohol testing, or medical examination, test, questionnaire or investigation, which the company may require for all job applicants or for all applicants of the type(s) of position(s) for which I have applied. I give permission for a complete post-offer, pre-employment physical examination, including a drug screening exam and x-rays, and I consent to the release to the company of any and all information obtained from such exams, as deemed necessary by the company in judging my ability and fitness for the employment for which I am applying.

_____ (initials)

I understand that if my employment is terminated by the company for dishonesty or breach of trust the authorities will be notified and I may be criminally prosecuted. I also understand that, if hired, I may not hold other employment, or engage in investment activities that would create a conflict of interest.

_____ (initials)

I understand that, if employed, I will be required to abide by all rules and regulations of the company. I further agree not to disclose, or to permit disclosure, of any confidential or proprietary information or professional or trade secrets of the company, which could be learned by me at any time while I have been a job applicant or employee of the company, and to comply fully with any patent or copyright policy of the company or its clients.

_____ (initials)

I understand that the company's acceptance of my application for employment does not commit the company in any way to hire me; and that nothing in my

application, or any other communication or document, is a contract for employment that requires that I be hired or retained by the company in any position for any period of time. I further understand and agree that, if I am hired, my employment with the company will be at will and for no definite period of time; and that such employment may be terminated at any time without prior notice or cause by me or by the company, regardless of the date of payment of my wages or salary. I further understand and agree that no representative of the company, other than a duly authorized officer, has the authority to enter into any agreement for employment contrary to the foregoing, or to change any other terms or conditions set forth in this employment application.

_____ (initials)

I have carefully read the foregoing application and understand its contents.

_____ (initials)

Date

Signature