

LUBBOCK COUNTRY CLUB
3400 MESA ROAD
LUBBOCK, TX 79403
806-762-0414
FAX 806-762-1526

(For Office Use Only)

APPLICATION FOR EMPLOYMENT

INSTRUCTIONS: Please fill out the application completely even if you attach a resume. Qualified applicants will receive equal consideration. No question is asked for the purpose of excluding any applicant on the basis of race, color, national origin, religion, age, sex, disability, or any other factor prohibited by law or regulation. Lubbock Country Club is an equal opportunity employer.

PERSONAL INFORMATION

NAME (LAST, FIRST, MIDDLE INITIAL)		SOCIAL SECURITY NUMBER	
PRESENT ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER DAY () EVENING ()	E-MAIL ADDRESS		REFERRED BY
POSITION APPLYING FOR	DATE YOU CAN START	SALARY DESIRED	
ARE YOU CURRENTLY EMPLOYED?	YES NO	IF YES, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?	YES NO

HAVE YOU EVER APPLIED TO THIS COMPANY BEFORE?	YES NO	IF YES, WHEN?	HAVE YOU EVER WORKED FOR THIS COMPANY BEFORE?	YES NO
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AVAILABILITY FOR WORK

TYPE OF WORK:	FULL TIME PART TIME	SHIFT DESIRED:	DAY EVENING	WILLING TO WORK ANY
WILL YOU WORK OVERTIME DURING THE WORK WEEK IF NECESSARY?	YES NO	WILL YOU WORK WEEK-ENDS AND/OR OVERTIME/HOLIDAYS IF NECESSARY?	YES NO	
DO YOU HAVE ANY ON-GOING OBLIGATIONS OR OTHER PERSONAL COMMITMENTS THAT WOULD AFFECT YOUR WORK SCHEDULE? YES NO IF YES, PLEASE DESCRIBE:				

PERSONAL

IF REQUESTED, WOULD YOU BE WILLING TO TAKE A DRUG/ALCOHOL SCREENING EXAM AS A CONDITION OF EMPLOYMENT? YES NO	
ARE YOU AT LEAST 18 YEARS OLD? YES NO	
CAN YOU PROVIDE DOCUMENTED PROOF OF U.S. CITIZENSHIP OR, IF AN ALIEN, PROOF OF AUTHORIZATION TO WORK IN THE UNITED STATES? YES NO	
HAVE YOU EVER BEEN CONVICTED OF ANY LAW VIOLATION, EXCEPT A MINOR TRAFFIC VIOLATION? YES NO (A CRIMINAL RECORD DOES NOT AUTOMATICALLY BAR EMPLOYMENT) IF YES, PROVIDE DETAILS:	
HAVE YOU EVER PLED NOLO CONTENDERE OR PLED GUILTY TO A CRIME WHICH IS A FELONY OR A FIRST DEGREE MISDEMEANOR? YES NO IF YES, WHAT CHARGES & WHERE? DATE:	
HAVE YOU EVER HAD THE ADJUDICATION OF GUILT WITHHELD FOR A CRIME WHICH IS A FELONY OR A FIRST DEGREE MISDEMEANOR? YES NO IF YES, WHAT CHARAGES AND WHERE? DATE:	

EDUCATION AND TRAINING

	SCHOOL NAME CITY AND STATE	# YEARS ATTENDED	DID YOU GRADUATE?	MAJOR SUBJECTS, SPECIAL COURSES DEGREES
HIGH SCHOOL				
COLLEGE OR UNIVERSITY				
GRADUATE SCHOOL				
OTHER EDUCATION				
LICENSES AND CERTIFICATIONS				
OTHER SKILLS				

EMPLOYMENT RECORD: *DO NOT indicate "see resume".*

Give a complete account of your employment, including salary history. Begin on the first line with your present or most recent position and work back. Please attach an additional sheet if necessary and include all periods of unemployment.

MONTH/YR STARTED	NAME, ADDRESS, PHONE OF EMPLOYER NAME _____	STARTING SALARY	POSITION/DUTIES	REASON FOR LEAVING
MONTH/YR ENDED	ADDRESS _____ ZIP CODE _____ PHONE # _____	ENDING SALARY		SUPERVISOR'S NAME & TITLE
WHAT DID YOU LIKE ABOUT THIS JOB?		WHAT DID YOU DISLIKE ABOUT THIS JOB?		

MONTH/YR STARTED	NAME, ADDRESS, PHONE OF EMPLOYER NAME _____	STARTING SALARY	POSITION/DUTIES	REASON FOR LEAVING
MONTH/YR ENDED	ADDRESS _____ ZIP CODE _____ PHONE # _____	ENDING SALARY		SUPERVISOR'S NAME & TITLE
WHAT DID YOU LIKE ABOUT THIS JOB?		WHAT DID YOU DISLIKE ABOUT THIS JOB?		

MONTH/YR STARTED	NAME, ADDRESS, PHONE OF EMPLOYER NAME _____	STARTING SALARY	POSITION/DUTIES	REASON FOR LEAVING
MONTH/YR ENDED	ADDRESS _____ ZIP CODE _____ PHONE # _____	ENDING SALARY		SUPERVISOR'S NAME & TITLE
WHAT DID YOU LIKE ABOUT THIS JOB?		WHAT DID YOU DISLIKE ABOUT THIS JOB?		

EMPLOYMENT RECORD: DO NOT indicate "see resume". (CONT'D)

MONTH/YR STARTED	NAME, ADDRESS, PHONE OF EMPLOYER NAME _____	STARTING SALARY	POSITION/DUTIES	REASON FOR LEAVING
MONTH/YR ENDED	ADDRESS _____ ZIP CODE _____ PHONE # _____	ENDING SALARY		SUPERVISOR'S NAME & TITLE
WHAT DID YOU LIKE ABOUT THIS JOB?		WHAT DID YOU DISLIKE ABOUT THIS JOB?		

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MONTH/YR ENDED	ADDRESS _____ ZIP CODE _____ PHONE # _____	ENDING SALARY		SUPERVISOR'S NAME & TITLE
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MONTH/YR ENDED	ADDRESS _____ ZIP CODE _____ PHONE # _____	ENDING SALARY		SUPERVISOR'S NAME & TITLE
WHAT DID YOU LIKE ABOUT THIS JOB?		WHAT DID YOU DISLIKE ABOUT THIS JOB?		

CERTIFICATE OF APPLICANT (Read carefully befor signing.)

All information provided by me is true and correct to the best of my knowledge. I understand omissions or misrepresentations may result in rejection of my application or if employed, may result in subsequent dismissal. I hereby authorize all former employers, educational institutions, personal references and others identified hereon, including their employees or representatives, to furnish or provide full and complete documents or information to Lubbock Country Club or its representative concerning my prior educational and work histories, criminal and driving records, or other information I have provided hereon. I waive, release, indemnify and hold harmless Lubbock Country Club, employees and representatives and all other persons or entities from all liability and all claims of any nature whatsoever pertaining to the disclosure or use of information or written material as described above. I understand this is a preliminary application and not a contract to employ me. Furthermore, in the event I am employed, my employment shall be completely voluntary and may be terminated at will at any time by either myself or the company. I understand that any employment agreement to the contrary must be in writing and approved by the Company's Chief Operating Officer. If employed, I agree to comply with all rules of the company as a condition of continued employment.

DATE _____

SIGNATURE OF APPLICANT _____

LUBBOCK COUNTRY CLUB

EMPLOYMENT VERIFICATION AND RELEASE STATEMENT

Lubbock Country Club is hereby authorized to verify the information I have supplied and to conduct any investigation of my personal history, criminal history and/or credit and financial records, employing investigative or credit agencies or bureaus of its choice subject to the provisions of the Fair Credit Reporting Act.

I hereby authorize you to provide any information requested regarding my employment, character, and qualifications, and release and hold harmless those that provide this information.

Applicant Signature

Date