



# Amarillo Country Club Application for Employment

Equal Access to programs, services and employment is available to all persons. Those requiring reasonable accommodation to the application and/or interviewing process should notify a representative of the Human Resources Department.

<b>Personal Information</b>					
Position Applied for: _____			Date of Application: _____		
Name: _____		Social Security #: _____			
Address: _____		City: _____	State: _____	Zip: _____	
Telephone #: _____		Cell/Pager#: _____		Email: _____	
Drivers License #(required if driving may be required for the position in which you are applying) _____ State _____					
Referral Source (Please Circle)    Newspaper    Friend    Walk-in    Texas Workforce    Other					

If you are under 18 and it is required, can you furnish a work permit?.....  Yes  No

If No, please explain: \_\_\_\_\_

Have you ever been employed here before? If yes, give dates and positions: \_\_\_\_\_  Yes  No

Are you legally eligible for employment in this country?.....  Yes  No

Date Available for Work \_\_\_\_\_ What is your desired salary range \$ \_\_\_\_\_

Type of Employment Desired:     Full Time     Part Time     Temporary     Seasonal

Answering "yes" to the following questions does not constitute and automatically bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pleaded "guilty" or "no contest" to, or been convicted of a crime? .....  Yes  No

If yes, please provide date(s) and details: \_\_\_\_\_

**Employment History**

Employer	Phone #	Date From	Date To:
Address	City                      State                      Zip	Starting pay	<input type="checkbox"/> hourly <input type="checkbox"/> yearly
Job Title		Other compensation	
Immediate Supervisor and Title		May we contact? <input type="checkbox"/> yes <input type="checkbox"/> no	Ending pay <input type="checkbox"/> hourly <input type="checkbox"/> yearly
Why did you leave?		Other compensation	
Summarize the type of work and responsibilities			
Employer	Phone #	Date From	Date To:
Address	City                      State                      Zip	Starting pay	<input type="checkbox"/> hourly <input type="checkbox"/> yearly
Job Title		Other compensation	
Immediate Supervisor and Title		May we contact? <input type="checkbox"/> yes <input type="checkbox"/> no	Ending pay <input type="checkbox"/> hourly <input type="checkbox"/> yearly
Why did you leave?		Other compensation	
Summarize the type of work and responsibilities			
Employer	Phone #	Date From	Date To:
Address	City                      State                      Zip	Starting pay	<input type="checkbox"/> hourly <input type="checkbox"/> yearly
Job Title		Other compensation	
Immediate Supervisor and Title		May we contact? <input type="checkbox"/> yes <input type="checkbox"/> no	Ending pay <input type="checkbox"/> hourly <input type="checkbox"/> yearly
Why did you leave?		Other compensation	
Summarize the type of work and responsibilities			

## Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying.

Computer Skills (Check appropriate box. Include software titles and years of experience.)

- Word Processing \_\_\_\_\_ years \_\_\_\_\_       Email \_\_\_\_\_ years \_\_\_\_\_  
 Spreadsheet \_\_\_\_\_ years \_\_\_\_\_       Internet \_\_\_\_\_ years \_\_\_\_\_  
 Presentation \_\_\_\_\_ years \_\_\_\_\_       Other \_\_\_\_\_ years \_\_\_\_\_

## Educational Background

Starting with your most recent school attended, provide the following information.

School (Include City and State)	Years Completed	Completed	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____	
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____	
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____	

## References

List name and telephone numbers of three business/work references who are not related to you and are not previous supervisors.

If not applicable, list three school or personal references who are not related to you.

Name	Title	Relationship to you	Telephone	Number of years known

## Applicant Statement

I certify that all information that I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any claims, I may have regarding this employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause, and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 form in this regard.

**This company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, and any other protected status under applicable federal, state or local law. This company likewise does not tolerate harassment based on the same. Complaints of harassment are taken very seriously and all complaints will be investigated promptly and thoroughly.**

*I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to eliminate me from further consideration for employment, or may result in my immediate discharge from the employer's service, whenever it is discovered.*

### DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement

Signature of Applicant

Date