

EMPLOYMENT APPLICATION

Please complete the entire application.



1. Employer Information

Employer: Twisted Elms Golf Club
Address: PO Box 130
City/State/ZIP: Dalhart, Texas 79022
Telephone: 806-244-5596

It is the policy of Twisted Elms Golf Club to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.

2. Applicant Information

Applicant Full Name: _____

Home Address: _____

City/State/ZIP: _____

Number of years at this address: _____

Daytime phone: _____ Mobile phone: _____

Birthday: _____

Social Security Number: _____

Driver's license number & state _____

3. Emergency Contact

Who should be contacted if you are involved in an emergency?

Contact Name: _____

Relationship to you: _____

Address: _____

City/State/ZIP: _____

Daytime phone: _____ Evening phone: _____

4. Job Position Applied For: _____

Full or Part Time? _____

5. Salary Desired: \$ _____ per _____

6. Who referred you to our company? _____

Do you have any friends or relatives who work here? If yes, please list here:

7. **Have you applied to our company previously?** _____ Yes _____ No

If yes, when? _____

8. **Are you at least 18 years old?** _____ Yes _____ No

9. **How will you get to work?** _____

10. **Are you willing to work any shift, including nights and weekends?** _____ Yes _____ No

If no, please state any limitations: _____

11. **If applicable, are you available to work overtime?** _____ Yes _____ No

12. **If you are offered employment, when would you be available to begin work?** _____

13. **If hired, are you able to submit proof that you are legally eligible for employment in the United States?** _____ Yes _____ No

14. **Are you able to perform the essential functions of the job position you seek with or without reasonable accommodation?** _____ Yes _____ No

What reasonable accommodation, if any, would you request? _____

15. Applicant's Skill

List any skills that may be useful for the job you are seeking. Enter the number of years of experience and circle the number which corresponds to your ability for each particular skill. (One represents poor ability, while five represents exceptional ability.)

Skill _____ Years of Experience _____

16. Applicant Employment History

List your current or most recent employment first. Please list all jobs (including self-employment and military service) which you have held, beginning with the most recent, and list and explain any gaps in employment. If additional space is needed, continue on the back page of this application.

Employer Name: _____

Supervisor Name: _____

Address: _____ City/State/ZIP: _____

Job Duties: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): _____

Employer Name: _____
Supervisor Name: _____
Address: _____ City/State/ZIP: _____
Job Duties: _____
Reason for Leaving: _____
Dates of Employment (Month/Year): _____

Employer Name: _____
Supervisor Name: _____
Address: _____ City/State/ZIP: _____
Job Duties: _____
Reason for Leaving: _____
Dates of Employment (Month/Year): _____

17. Applicant's Education and Training

College/University Name and Address _____
Did you receive a degree? _____ Yes _____ No
If yes, degree(s) received: _____
High School/GED Name and Address _____
Did you receive a degree? _____ Yes _____ No
Other Training (graduate, technical, vocational): _____
Please indicate any current professional licenses or certifications that you hold:

Awards, Honors, Special Achievements: _____

18. References:

List any two non-relatives who would be willing to provide a reference for you.

Name: _____
Address: _____
City/State/ZIP: _____
Telephone: _____ Relationship: _____
Name: _____
Address: _____
City/State/ZIP: _____
Telephone: _____ Relationship: _____

19. Please provide any other information that you believe should be considered, including whether you are bound by any agreement with any current employer:

20. Have you ever been convicted of a felony? _____ Yes _____ No

If yes, explain:

Date _____

Explanation: _____

CERTIFICATION

I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be the basis for rejection of my application, or if employment commences, immediate termination.

I authorize Twisted Elms Golf Club to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance, and grades. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment and education.

If an employment relationship is created, I understand that unless I am offered a specific written contract of employment signed on behalf of the organization by its Owner, the employment relationship will be "at-will." In other words, the relationship will be entirely voluntary in nature, and either I or my employer will be able to terminate the employment relationship at any time and without cause. With appropriate notice, I will have the full and complete discretion to end the employment relationship when I choose and for reasons of my choice. Similarly, my employer will have the right. Moreover, no agent, representative, or employee of Twisted Elms Golf Club, except in a specific written contract of employment signed on behalf of the organization by its Owner, has the power to alter or vary the voluntary nature of the employment relationship.

I HAVE CAREFULLY READ THE ABOVE CERTIFICATION AND I UNDERSTAND AND AGREE TO ITS TERMS.

APPLICANT SIGNATURE

DATE