

**New Albany
Country Club**

1 Club Lane
New Albany, Ohio 43054



**Application
for
Employment**

The New Albany Country Club is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, ancestry, sexual orientation, marital status, age, military or veteran status, disability, or any other legally protected status. The New Albany Country Club is a drug-free workplace. By submitting this application, you agree to this policy.

Name <i>(first, middle initial, last)</i>		Email address	Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No
Present address <i>(street, city, state, ZIP code)</i>			How long at this address?
Previous address <i>(street, city, state, ZIP code)</i>			How long at this address?
Home phone		Other phone number where you can be reached	
Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Position applying for	<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Seasonal	Hours available: _____	Date available
Days available: Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/>			
List specific skills or training you have had related to the position you are applying for.			

Type of Education	Name of Institution	City and State	Level Completed
High School			<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12
College			<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Graduate School			Degree received? <input type="checkbox"/> Yes <input type="checkbox"/> No
Other			

Military Service			
Branch	Date Entered	Rank Attained	Date of Discharge

Please fill out your employment history on the reverse side of this form listing your previous or most recent employer first. May we contact your previous or most recent employer? Yes No

Employment History

1. Employer		Position held and duties performed	
Employer address	Telephone	Supervisor	
Dates employed from _____ to _____		Beginning salary	Ending salary
Reason for leaving			

2. Employer		Position held and duties performed	
Employer address	Telephone	Supervisor	
Dates employed from _____ to _____		Beginning salary	Ending salary
Reason for leaving			

3. Employer		Position held and duties performed	
Employer address	Telephone	Supervisor	
Dates employed from _____ to _____		Beginning salary	Ending salary
Reason for leaving			

Have you ever been convicted of a felony or a misdemeanor (other than minor traffic violations)? Yes No

If yes, please explain. _____

Please read the statement below carefully.

By signing below, I understand that any falsification, misrepresentation, or omission of information provided on this application or during the hiring process will be sufficient cause for the denial or termination of employment, even if not discovered until after my employment begins. In submitting this application, I authorize the New Albany Country Club to investigate all statements contained in it, and I understand that my current and/or former employers and educational institutions may be contacted to provide information concerning my suitability for employment and that any references I may provide may be contacted concerning my suitability for employment. I expressly authorize the New Albany Country Club to conduct such inquiries and I release the New Albany Country Club and any responding parties from any and all liability associated with such inquiries.

I understand that completing an application does not imply that I will be offered employment. I understand that nothing contained in this application or any information discussed during the interview process creates an express or implied contract with the New Albany Country Club. I understand that even if I am hired, I will be hired as an at-will employee and my employment may be terminated at any time, with or without cause, and with or without notice at the option of the New Albany Country Club or myself. If employed, I agree to comply with the New Albany Country Club's policies, rules, and regulations.

Signature _____ Date _____