



TEHAMA GOLF CLUB

25000 Vía Malpaso

Carmel, CA, 93923

Phone: (831) 622-2205 Fax: (831) 622-2201

APPLICATION FOR EMPLOYMENT

TEHAMA GOLF CLUB IS AN EQUAL OPPORTUNITY EMPLOYER

Federal and state laws prohibit employers from discrimination on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit-based factors. These protections extend to all management practices and decisions, including recruitment and hiring, appraisal systems, promotions, training, and career development programs. Consistent with these obligations, EEOC also provides reasonable accommodations to employees and applicants with disabilities and for sincerely held religious beliefs, observances, and practices.

Note: Please answer all appropriate questions completely and accurately. False or misleading statements during the interview and/or on this form are grounds for terminating the application process, or if discovered after employment, terminating employment.

PERSONAL INFORMATION

Please print clearly. Use additional pages as necessary.

1. Full Legal Name: _____
Last First Middle
2. Address: _____
Street City State Zip
3. Telephone Number: (____) _____
4. Email Address: _____
5. Are you over 18 years of age? Yes No
6. If employed and under the age of 18, can you furnish a work permit? Yes No
7. Do you have a legal right to work in the United States? Yes No
8. If employed, you will be required to provide proof.
9. Have you applied to Tehama Golf Club for employment in the past? Yes No
If yes, when? _____ Position applied for: _____
10. Do you have any relatives currently employed by Tehama Golf Club? Yes No
If yes, who? _____ What relation to you? _____
11. Have you ever used another name which would be necessary to enable verification of your employment experience & education? Yes No
If yes, indicate such name and explain: _____
12. Are you currently employed? Yes No
You may contact my current employer, but only when: _____

POSITION

1. Position for which you are applying: _____
2. Salary/wage desired: _____ per _____
3. Are you available to work: Full-Time Part- Time Overtime Temporary Evenings Weekends
4. When would you be available to start working? _____
5. How did you hear about the availability of the position for which you are applying?
Tehama Employee Friend Relative Walk-In Other _____
6. Do you have a valid driver's license? Yes No (Required to drive a golf cart.)
License # _____ Class: _____ State: _____ Expiration Date: _____
7. Have you been given a job description, or had the requirements of the job been explained to you? Yes No Do you understand these requirements? Yes No
8. Can you perform any or all job functions of the position for which you are applying, either with or without reasonable accommodation? Yes No
9. Can you meet the attendance standards of Tehama Golf Club which requires all employees to report for work on time for all scheduled days or shifts? Yes No

SPECIAL SKILLS AND TRAINING

1. Describe specialized training, apprenticeships, skills or research:

2. List current certifications and professional licenses. Include where registered.

3. Office/business machines qualified to operate: _____
4. Special skills or training: _____
Word Windows Excel Outlook Customer Relations Other (please specify) _____

5. Please indicate language skills, other than English, below:

LANGUAGE	READING			SPEAKING			UNDERSTANDING			WRITING		
	EXLT	GOOD	FAIR	EXLT	GOOD	FAIR	EXLT	GOOD	FAIR	EXLT	GOOD	FAIR

**DO NOT SUBSTITUTE A RESUME FOR THE FOLLOWING INFORMATION, YOUR EMPLOYMENT
HISTORY, EDUCATION OR TRAINING**

TYPE OF SCHOOL	NAME, CITY, STATE of SCHOOL	MAJOR Indicate Diploma or Degree	Circle Last Year Completed
High School			9 10 11 12
Junior/Community College			1 2
4 Year College			1 2 3 4
Graduate School			1 2 3 4
Business, Trade, Night School			1 2 3 4

EMPLOYMENT EXPERIENCE

Begin with your present or last job. Account for all periods of time, including military experience, and periods of unemployment.

DATES	CURRENT OR PREVIOUS EMPLOYER	POSITION AND SUPERVISOR	SUMMARY OF DUTIES	REASON FOR LEAVING
FROM: Mo__Yr.__	Company Name: _____ Address: _____	Your Job Title: _____		Resigned/Layoff/Discharge (Circle One)
				Why?
TO: Mo__Yr.__	Phone: () ____ - ____	Supervisor's Name & Title: _____		Contact Employer: Y N
FROM: Mo__Yr.__	Company Name: _____ Address: _____	Your Job Title: _____		Resigned/Layoff/Discharge (Circle One)
				Why?
TO: Mo__Yr.__	Phone: () ____ - ____	Supervisor's Name & Title: _____		Contact Employer: Y N
FROM: Mo__Yr.__	Company Name: _____ Address: _____	Your Job Title: _____		Resigned/Layoff/Discharge (Circle One)
				Why?
TO: Mo__Yr.__	Phone: () ____ - ____	Supervisor's Name & Title: _____		Contact Employer: Y N

ADDITIONAL INFORMATION

State the reasons why you want to be employed by Tehama Golf Club.

State any additional information you feel would be helpful in considering your application.

EMERGENCY CONTACT

Who would you like us to contact in case of an emergency such as injury or illness?

Name _____ Home Phone _____ Work Phone _____

If we are unable to reach this person, is there another person who you would like us to call?

Name _____ Home Phone _____ Work Phone _____

CERTIFICATION

APPLICANT: PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS APPLICATION FORM

_____ I hereby certify that I have personally completed this application and that the answers given by me to the foregoing questions and statements are true and complete and that no material fact has been omitted. I understand that any false statements appearing on this application, or any other employment form will be sufficient reason to not hire me, and if discovered after my employment, will be sufficient reason for dismissal from Tehama Golf Club.

_____ I authorize Tehama Golf Club to contact my references and to investigate my past employment, credit history, education credentials, Department of Motor Vehicles driving record, and other employment-related activities, without giving me prior notice of such disclosure. I agree to cooperate in such investigations and release those parties supplying such information to Tehama Golf Club from all liability or responsibility with respect to information supplied to Tehama Golf Club.

_____ I understand filing this application in no way assures me a position with Tehama Golf Club and that this application is not, and is not intended to be, a contract of employment. I understand that if employed, my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, and at the option of either Tehama Golf Club or myself. I further understand that no one other than the Managing Director of Tehama Golf Club has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

_____ If employed by Tehama Golf Club, I agree to abide by the rules, policies and procedures of Tehama Golf Club and subsequent rules, policies and procedures that may become effective after my employment. I understand that my initial and continued employment may be contingent upon the successful completion of a medical examination, and such examination may include drug and alcohol screening. I understand that Tehama Golf Club believes strongly in a drug-free work environment and agree to abide by the drug and alcohol policies of Tehama Golf Club during the time of my employment.

Signature of Applicant: _____ Date: _____