

# Employment Application

# Westwood Country Club

## Applicant Information (please print clearly)

|                       |  |                   |              |
|-----------------------|--|-------------------|--------------|
| Last Name, First:     |  | M.I.:             |              |
| Address: Incl Apt #   |  | Date:             |              |
| City, State, Zip:     |  | Social Security # | XXX-XX-_____ |
| E-mail Address:       |  | Phone Number:     | (      )     |
| Position Applied for: |  | Desired Salary:   | \$           |

Are you authorized to work in the United States?  YES  NO

Have you ever worked for Westwood?  YES  NO If yes, when?

Do you have any relatives employed by Westwood?  YES  NO If yes, Name:

Have you ever been convicted of or plead guilty to a misdemeanor?  YES  NO If yes, explain:

Have you ever been convicted of or plead guilty to a felony?  YES  NO If yes, explain:

Have you ever been known by a different name?  YES  NO If yes, explain:

*We conduct background checks on every employee. Falsification will disqualify you, while a conviction will not automatically disqualify you from employment.*

**NOTE: Westwood Member children and grandchildren are not eligible for employment at Westwood Country Club.**

## Availability

What type of employment are you seeking?  
 Full Time  Part Time  Temporary/Seasonal

When are you available to start?

Can you work a flexible schedule, where days and number of hours scheduled is different each week?  YES  NO

Please indicate below the schedule you would be able to work:

| Sunday         | Monday         | Tuesday        | Wednesday      | Thursday       | Friday         | Saturday       |
|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| _____ to _____ | _____ to _____ | _____ to _____ | _____ to _____ | _____ to _____ | _____ to _____ | _____ to _____ |

*Westwood Country Club is often open for business on holidays and may have extended business hours for special events, inventory or holidays. Employees are expected to work on these days/occasions.*

## Employment History

How many different employers have you worked for in the past 5 years?

Have you ever been involuntarily terminated from an employer?  YES  NO

If yes, please explain:

**Present or Last Employer**

List your current or recent employer first. You must account for your three most recent employers or a minimum of five years of your most recent employment history.

|   |  |             |   |
|---|--|-------------|---|
| Company:  |  | Phone:      | (    )  |
| Street Address<br>City, State, Zip                              |  | Supervisor: |   |
| Job Title:  |  | Salary:     | \$  |
| DATES- From:  |  | To:         | May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Responsibilities:   |  |             |   |
| Reason for leaving (be specific):                               |  |             |   |
| Three words your previous supervisor would use to describe you: |  |             |   |
| What did you like best about this job?                          |  |             |   |
| What did you like least about this job?                         |  |             |   |

**Employer**

|   |  |             |   |
|---|--|-------------|---|
| Company:  |  | Phone:      | (    )  |
| Street Address<br>City, State, Zip                              |  | Supervisor: |   |
| Job Title:  |  | Salary:     | \$  |
| DATES- From:  |  | To:         | May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Responsibilities:   |  |             |   |
| Reason for leaving (be specific):                               |  |             |   |
| Three words your previous supervisor would use to describe you: |  |             |   |
| What did you like best about this job?                          |  |             |   |
| What did you like least about this job?                         |  |             |   |

**Employer**

|   |  |             |   |
|---|--|-------------|---|
| Company:  |  | Phone:      | (    )  |
| Street Address<br>City, State, Zip                              |  | Supervisor: |   |
| Job Title:  |  | Salary:     | \$  |
| DATES- From:  |  | To:         | May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Responsibilities:   |  |             |   |
| Reason for leaving (be specific):                               |  |             |   |
| Three words your previous supervisor would use to describe you: |  |             |   |
| What did you like best about this job?                          |  |             |   |
| What did you like least about this job?                         |  |             |   |

**References**

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

|            |  |               |        |
|------------|--|---------------|--------|
| Full Name: |  | Relationship: |        |
| Company:   |  | Phone:        | (    ) |
| Full Name: |  | Relationship: |        |
| Company:   |  | Phone:        | (    ) |
| Full Name: |  | Relationship: |        |
| Company:   |  | Phone:        | (    ) |

**Periods of Unemployment during the Past Three Years**

| From: | To: | Reason (be specific) |
|-------|-----|----------------------|
|       |     |                      |
|       |     |                      |
|       |     |                      |

**Education**

|              |  |           |                              |                             |         |  |
|--------------|--|-----------|------------------------------|-----------------------------|---------|--|
| High School: |  | Graduated | <input type="checkbox"/> YES | <input type="checkbox"/> NO | Degree: |  |
| College:     |  | Graduated | <input type="checkbox"/> YES | <input type="checkbox"/> NO | Degree: |  |
| Other:       |  | Graduated | <input type="checkbox"/> YES | <input type="checkbox"/> NO | Degree: |  |

Other special training/certifications that would enhance your qualifications?

|  |
|--|
|  |
|  |
|  |

**Special/Technical Skills**

Please list any other skills that you have.

Computer Software: (type?)

Computer Hardware: (type?)

Office and Other Equipment: (type?)

Other Skills:

|  |
|--|
|  |
|  |

**Important – PLEASE READ CAREFULLY**

**APPLICANT STATEMENT**

By my signature below, I promise that the information provided in this employment application (and accompanying resume or documentation, if any) is true, complete, and accurate. I understand that any false or misleading information or omissions may disqualify me from further consideration for employment and may lead to my immediate dismissal from employment if discovered at a later date. I agree to immediately notify Westwood Country Club if I should be convicted of a felony or any crime involving dishonesty, breach of trust, controlled substances, sexual misconduct, abuse or violence, during my period of employment if hired.

I understand that the company may investigate my work and personal history and verify all data given on this application, on related papers, and in the interview. In addition, I understand that the company reserves the right to conduct background investigations to determine my qualification for employment. I agree to undergo any type of drug and/or alcohol testing that the Club may require at any time. I authorize any outside investigators, person, school, current employer, past employer(s) and organizations to provide Westwood Country Club with any information and opinion requested by Westwood Country Club in connection with any application and I release such parties from any liability in making such statements.

If I am employed and drive company vehicles, the company may periodically inquire about my driving record.

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

I understand that submission of this application does not necessarily mean that I will be hired, does not create a contract of employment, offer or promise. I understand that I am obliged to comply with any and all current and subsequently adopted Westwood Country Club policies. I understand and agree that if I am hired, my employment will be at will and for no definite period of time, and either I or the Club may terminate my employment at any time for any reason, with or without notice.

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

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**WESTWOOD**  
**COUNTRY CLUB**