

Portland Country Club

APPLICATION for EMPLOYMENT

We consider applications for all positions without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, citizenship status, genetic information, or any other legally protected status.

(MUST PRINT LEGIBLY)

Position(s) Applied For: _____

How Did You Learn About Us?

Indeed, LinkedIn, Relative Walk-in Inquiry
 Online Friend Other _____
 Advertisement

Last Name	First Name	Middle Initial
Address: Number Street	City	State Zip Code
Telephone Number(s)	Email Address	

Best time to contact you is: Days of the week _____ Time: _____ AM / PM

If you are under 18 years old, can you provide required proof of your eligibility to work? Yes No

Have you ever been employed by Portland Country Club before? Yes No

If Yes, give last dates of employment: From: _____ To: _____

Do any of your friends or relatives work here? Yes No

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you authorized to work lawfully in the United States? Yes No

Date available for work Click or tap to enter a date. Desired Pay Range: _____

Are you available to work Full-time 1st shift 2nd shift

Part-time Morning Afternoon Evening

Temporary Dates Available: ____ / ____ / ____ to ____ / ____ / ____

Are you currently on furlough or lay-off status and subject to recall? Yes No

Can you perform the essential functions of the job for which you are applying, with or without reasonable accommodation? Yes No

Notice to all Applicants: Portland Country Club enforces its policies and practices to prevent child abuse.

Have you ever been convicted of a crime, pled no contest, or had adjudication withheld? If yes, provide a date, location, charges, and a complete explanation of all offenses. *(A conviction will not necessarily bar employment. Portland Country Club may consider the nature, date, and circumstances of the offense(s).)* Yes No

EDUCATION	Name & Town/State	Course of study	Number of Years Completed	Diploma / Degree
ELEMENTARY SCHOOL				
HIGH SCHOOL				
UNDERGRADUATE COLLEGE				
GRADUATE / PROFESSIONAL				
OTHER (SPECIFY)				

Describe any specialized training, apprenticeships, certifications, and extra-curricular activities.

Describe any job-related training received in the United States military.

MOST RECENT EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities, or other protected status.

1.	Employer	Dates Employed		Work Performed
		From	To	
	Telephone Number(s)			
	Address			
	Job Title			
Reason for Leaving		Name of Supervisor		

2.	Employer	Dates Employed		Work Performed
		From	To	
	Telephone Number(s)			
	Address			
	Job Title			
Reason for Leaving		Name of Supervisor		

3.	Employer	Dates Employed		Work Performed
		From	To	
	Telephone Number(s)			
	Address			
	Job Title			
Reason for Leaving		Name of Supervisor		

4.	Employer	Dates Employed		Work Performed
		From	To	
	Telephone Number(s)			
	Address			
	Job Title			
Reason for Leaving		Name of Supervisor		

List professional, trade, business or civic activities and offices held. *(You may exclude memberships which would reveal gender, race, religion, national origin, age, ancestry, disability, or other protected status.)*

Other Qualifications. (Summarize special job-related skills and qualifications acquired from employment, training, or experience. For example, MS Word, Excel, web applications or other software applications, Forklift operation, landscape machinery or other mechanical equipment, etc.)

State any additional information you feel may be helpful to us in considering you application.

Are you a dependent or relative of a current member of the Portland Country Club? Yes No

If Yes, provide the name(s) of the member(s) and your relationship _____

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Can you perform the essential functions of the job, for which you are applying, either with or without a reasonable accommodation? Yes No

REFERENCES

1. _____ (_____) _____
 (Name) (Phone #)

 (Address) (Email address)
2. _____ (_____) _____
 (Name) (Phone #)

 (Address) (Email address)
3. _____ (_____) _____
 (Name) (Phone #)

 (Address) (Email address)

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand and agree that any offer of employment is contingent upon successful completion of all background check processes, including a criminal history background check and sex offender registry checks.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "*at will*" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

In the event of employment, I understand that false or misleading information given in my application, interview(s), or documentation provided by me may result in denial of employment or discharge, regardless of the timing or circumstances of discovery.

I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature: _____

Date: _____