

Cape Cod National Golf Club

EMPLOYMENT APPLICATION

Cape Cod National Golf Club assures equal opportunity and public access in all its policies pertaining to employment and the provision of services. All employment decisions are based on an individual's competence and qualifications to perform their designated duties and not on the basis of race, color, religion, sex, genetic information, marital status, national origin, age, disability, sexual orientation, gender identity and expression, veteran status, or any other reason protected as a class by federal, state or local law. Any individual who needs assistance in fully participating in the employment application process should let our office know. Cape Cod National Golf Club is an equal opportunity employer.

Please note: Employment applications are considered legal documents. Therefore applicants should read all application questions carefully and answer them honestly, completely and directly.

DATE: _____

Position you are applying for? _____

Are you under 18 years of age? YES NO Are you authorized to work in the United States? YES NO If hired, you will be required to submit verification of your legal right to work.

How were you referred to Cape Cod National Golf Club? _____

Last Name: _____ First Name: _____ Middle Initial: _____

Residential Address: _____
(Street) (City) (State/Zip Code)

Mailing Address (if different from above): _____

Phone #: _____ E-mail address: _____ Can you regularly be reached at this telephone number/e-mail address? If not, would you care to provide another? _____

EDUCATION

	Name of School, City and State	Completed		Degree
		YES	NO	
High School				
College				
Graduate School				
Professional Licensure				
Professional Certifications				

What subjects did you excel in at school? _____

Did you participate in extracurricular activities? _____

Did you work an outside job while attending school? _____

Are you interested in continuing your education? _____

Did your education prepare you for the job you are seeking with us? If so, how? _____

OTHER RELATED SKILLS

Other Languages:	1. _____	<input type="checkbox"/> Fluent speaker	<input type="checkbox"/> Able to read	<input type="checkbox"/> Able to write
	2. _____	<input type="checkbox"/> Fluent speaker	<input type="checkbox"/> Able to read	<input type="checkbox"/> Able to write
	3. _____	<input type="checkbox"/> Fluent speaker	<input type="checkbox"/> Able to read	<input type="checkbox"/> Able to write
Technical Skills:	1. _____	<input type="checkbox"/> Some knowledge	<input type="checkbox"/> Proficient	<input type="checkbox"/> Mastery
	2. _____	<input type="checkbox"/> Some knowledge	<input type="checkbox"/> Proficient	<input type="checkbox"/> Mastery
	3. _____	<input type="checkbox"/> Some knowledge	<input type="checkbox"/> Proficient	<input type="checkbox"/> Mastery

Other training, skills or achievements that are relevant to this position? _____

EMPLOYMENT HISTORY

Please provide us with the following information for your last three places of employment. Please begin with the most recent employer.

Employer Name and Address:		Supervisor's name and phone number/email address:	
Dates of Employment:		Reason for leaving:	
Duties:			
Employer Name and Address:		Supervisor's name and phone number/email address:	
Dates of Employment:		Reason for leaving:	
Duties:			
Employer Name and Address:		Supervisor's name and phone number/email address:	
Dates of Employment:		Reason for leaving:	
Duties:			

Of the jobs you addressed on this application, which did you enjoy the most and why? _____

REFERENCES: Please provide us with 3 professional references.

Reference Name:	Years known:	Telephone number/email address
In what capacity does this person know you?		
Reference Name:	Years known:	Telephone number/email address
In what capacity does this person know you?		
Reference Name:	Years known:	Telephone number/email address
In what capacity does this person know you?		

How did you learn about us? Advertisement Employment Agency Relative Friend Inquiry Other

Do any of your friends or relatives work for our Club? _____

Are you available to work: Full-time Part-time Temporary

Are you currently on layoff status or subject to recall? _____

References, record verification and CORI: All information provided by the applicant during the hiring process is subject to verification by Cape Cod National Golf Club. We will take whatever steps we deem necessary to contact current and previous employers, individuals listed as references, other individuals, schools and/or licensing authorities to provide information and/or to verify or clarify information provided. We may obtain driving records, credit reports, or criminal record information about all prospective employees, including former employees seeking rehire. We may use the state of Massachusetts Criminal Offender Record Inquiry (CORI) system or an out-of-state criminal records system to perform a criminal records check. Employment will be conditional upon the results of the criminal records check. While persons who have certain kinds of criminal histories are unsuitable for employment within the Club, we will fairly treat people with criminal records in our hiring procedures. We will make individual determinations about job applicants, including the relevance of a criminal record. We will consider evidence of rehabilitation, including education, volunteer experience, prior employment, and references from previous employers, community leaders, and others.

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

Acceptance of application: This application is not a contract of employment. Acceptance of this application by Cape Cod National Golf Club does not imply that the applicant will be employed. The hiring process is not complete until all required documents and verifications have been completed and received. Any offer of employment is contingent upon completion of the hiring process.

All applicants may be required to complete a pre-employment assessment.

PLEASE SIGN BELOW.

BEFORE SIGNING, BE SURE TO CAREFULLY READ AND COMPLETE ALL PARTS OF THIS EMPLOYMENT APPLICATION.

I have read and understand the above information. I verify that the information that I have provided in this application is true and complete. I understand that any false or incomplete statements in this application, my resume, or other written materials or made during interviews will be grounds for denial of employment or immediate termination of employment if I am hired.

I authorize Cape Cod National Golf Club to take whatever steps it deems necessary to obtain information about me. I release the Club, my present and former employers and all individuals contacted for information about me from any and all liability for damages arising from obtaining or furnishing the requested factual information.

I acknowledge that, if hired, I will be an at-will employee. I understand that my at-will employment relationship with the Club means that I will be free to quit my employment at any time, for any reason, without notice and that the Club may discharge me without notice or cause. I further understand that no representative of the Club, other than the General Manager, has authority to change the terms of at-will employment and that any such change can occur only in a written contract.

I further understand that, if I am hired, my continued employment may require, at any time, health exams, criminal record checks, driving records, checks for valid and current licenses or certificates, or other job-related verifications.

I acknowledge that any offer of employment that I receive is contingent upon the completion of background, reference, criminal history and drug/alcohol screening.

Printed Name

Signature

Date