

NAME _____



EMPLOYMENT APPLICATION

Boca West Country Club

AN EQUAL OPPORTUNITY EMPLOYER

CONFIDENTIAL APPLICATION

PLEASE PRINT LEGIBLY

DATE OF APPLICATION	REFERRAL SOURCE	POSITION(S) APPLIED FOR	STARTING SALARY EXPECTED
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NAME (Last - First - Middle)	TELEPHONE NO. AREA ()	SOCIAL SECURITY NO. - -
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ADDRESS (Number - Street - City - State - Zip Code)

YES NO HAVE YOU EVER BEEN PREVIOUSLY EMPLOYED BY BOCA WEST COUNTRY CLUB. IF YES GIVE DATE _____

YES NO DO YOU HAVE A DRIVERS LICENSE?	STATE	LICENSE NO.	EXP. DATE
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YES NO ARE YOU ABLE TO MEET THE ATTENDANCE REQUIREMENTS OF THIS POSITION?

YES NO HAVE YOU BEEN CONVICTED OF A CRIME WITHIN THE LAST 7 YEARS? IF YES, PLEASE EXPLAIN _____

YES NO ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES? (PROOF OF U.S. CITIZENSHIP OR IMMIGRATION STATUS WILL BE REQUIRED UPON EMPLOYMENT) _____

DATE AVAILABLE FOR WORK	AVAILABLE FOR WORK <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME	SHIFT PREFERENCE DAYS _____ HOURS
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LIST THREE REFERENCES OTHER THAN RELATIVES

NAME	ADDRESS	TELEPHONE NO.

IN CASE OF EMERGENCY PLEASE NOTIFY:

NAME	ADDRESS	TELEPHONE NO.

DO YOU OR ANY RELATIVES LIVE AT BOCA WEST? YES NO IF YES, ARE THEY EQUITY MEMBERS? YES NO

LIST NAMES OF ANY RELATIVES EMPLOYED BY BOCA WEST COUNTRY CLUB _____

SPECIAL SKILLS AND QUALIFICATIONS
YES NO TYPING - WORDS/MIN _____ YES NO SHORTHAND - WORDS/MIN _____

OFFICE MACHINES, COMPUTER SKILLS OR CLERICAL SKILLS

WHAT FOREIGN LANGUAGES DO YOU SPEAK?

EDUCATION

LIST ALL SCHOOLS ATTENDED	NAME AND ADDRESS OF SCHOOL	DATES		GRADE AVERAGE	GRADUATE		DEGREE DIPLOMA	MAJOR/MINOR
		FROM MO/YR	TO MO/YR		YES	NO		
HIGH SCHOOLS								
COLLEGES								
CORRES., BUS., TRADE OR OTHER SCHOOLS								

Name _____

EMPLOYMENT HISTORY

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion, sex or national origin. Please explain any gaps in your employment history in the space provided at the bottom of this page.

1	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
	Supervisor & Phone Number			
	Reason for Leaving			
2	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
	Supervisor & Phone Number			
	Reason for Leaving			
3	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
	Supervisor & Phone Number			
	Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

YES NO May we contact your present employer?

Additional information or comments:

I certify that the above information is true and correct, and I understand that falsification of any information on this application is grounds for rejection of the application or immediate discharge if I have been hired. I authorize Boca West Country Club to contact any previous employers, except as specified on this form, and I release both Boca West Country Club and my previous employers from any liability arising from disclosure of information concerning my employment history. I further understand that acceptance of this application does not constitute an employment contract, and that if employed, I will be employed "at will."

_____ Date

_____ Signature

I certify that the statements made in this application are true and correct to the best of my knowledge and understand that falsification of this information could result in termination of my employment. Permission is hereby granted to obtain verification of the statements made herein and to obtain references. I authorize the references listed herein to release any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same.

In making this application for employment, I understand that an investigation may be made in which information is obtained through personal interviews with my neighbors, former employers, friends, associates, others with whom I am acquainted and/or others who may have knowledge of me. This inquiry includes information regarding my character and general reputation. I understand that I have a right to make a written request within a reasonable time for a complete and accurate disclosure of additional information concerning the nature and scope of this inquiry and the results thereof.

I acknowledge that this application will remain active for 60 days from this date. If I have not heard from Boca West Country Club at the conclusion of this 60 day period, it is my responsibility to complete a new application if I still wish to be considered for employment by Boca West Country Club.

I understand that if I am employed, my employment can be ended at any time by either myself or Boca West Country Club, Inc. for any or no reason. I understand that no representative of Boca West Country Club, Inc. has authority to enter into or approve any agreement for employment for any specified period of time or to approve any agreement contrary to the foregoing. This application nor any other document in connection therewith constitutes a contract of employment.

Should my services be terminated after accepting employment, it is understood that Boca West Country Club may supply, in confidence, to any prospective employer my record, with no liability attaching to the company or any of its staff.

Signature _____ Date _____

Division/Office Location		Date of Birth	Salary	Grade
Department		I-9 Verified Yes No		Expiration Date if Applicable
Position		Supervisor		
Employment Representative	Offer Date	Acceptance Date	Start Date	
Comments				