



# Oak Park Country Club

## River Grove, IL

### Employment Application

Position for which applying \_\_\_\_\_ Date of application \_\_\_\_\_

*\*Please be sure that you receive a copy of the job description of the position for which you are applying.*

Date available \_\_\_\_\_ Salary desired \_\_\_\_\_  Full Time  Part Time  Seasonal

**Personal Data**

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_ Social Security Number \_\_\_\_\_

Street Address \_\_\_\_\_ Apt.# \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home # ( ) \_\_\_\_\_ - \_\_\_\_\_ Cell # (optional) ( ) \_\_\_\_\_ - \_\_\_\_\_ How long at present address \_\_\_\_\_

Email Address: (optional) \_\_\_\_\_

Are you legally eligible to work in U.S.?  Yes  No Are you 21 years of age or older?  Yes  No

**Education**

Circle highest level (or equivalent) completed

Elementary School: 1 2 3 4 5 6 7 8 \_\_\_\_\_ High School: 9 10 11 12 \_\_\_\_\_ College: 1 2 3 4 \_\_\_\_\_

Name of college, university or vocational/technical school attended: \_\_\_\_\_

If you did not graduate, indicate the number of credit hours completed: \_\_\_\_\_

Are you presently enrolled or do you intend to enroll in school?  Yes  No Where? \_\_\_\_\_

**Work Experience**

*Please complete starting with present employer. Account fully for your occupied and unoccupied time, including military service. Attach a list of additional positions, if necessary. Please be certain that all addresses and telephone numbers are correct and complete.*

May we contact your present employer?  Yes  No

Employer	Dates employed: From (mo/yr) _____ To (mo/yr) _____ Title _____			
Address	City	State	Zip	Responsibilities
Supervisor	Phone	Starting/Ending Pay	/	Reason for leaving or desiring change
Employer	Dates employed: From (mo/yr) _____ To (mo/yr) _____ Title _____			
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Employer	Dates employed: From (mo/yr) _____ To (mo/yr) _____ Title _____			
Address	City	State	Zip	Responsibilities
Supervisor	Phone	Starting/Ending Pay	/	Reason for leaving or desiring change

Have you ever been employed by Oak Park Country Club?  Yes  No If yes, date(s) of employment: \_\_\_\_\_

If yes, reason for leaving? \_\_\_\_\_

Have you been convicted of a felony in the past 7 years? \*  Yes  No \*Records that are sealed or expunged do not need to be disclosed.

Have you ever worked under another name?  Yes  No If yes, under what name? \_\_\_\_\_

List names of relatives or acquaintances known to have been employed by Oak Park Country Club: \_\_\_\_\_

*If required to drive club vehicle:*

Do you have a valid Motor Vehicle Operators License?  Yes  No If yes, from what state? \_\_\_\_\_ License No: \_\_\_\_\_

**Please indicate hours you are available to work**

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_  
 Friday \_\_\_\_\_ Saturday \_\_\_\_\_ Sunday \_\_\_\_\_

Are you now, or do you expect to be, engaged in any other employment while employed at the Club?  Yes  No

If yes, provide the nature of the business and the amount of your time it requires:

**Provide and Emergency Contact**

Name \_\_\_\_\_ Phone number (\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_

**Please list business or professional references who are not relatives.**

Name \_\_\_\_\_ Occupation \_\_\_\_\_ Phone number (\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_

Name \_\_\_\_\_ Occupation \_\_\_\_\_ Phone number (\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_

Name \_\_\_\_\_ Occupation \_\_\_\_\_ Phone number (\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_

Referral Source- please check one  Advertisement  Newspaper  Employment Agency  Other

If referred by a current employee, please list employee name. \_\_\_\_\_

**AGREEMENT**

I understand that as a condition of employment, I may be required to undergo and successfully pass a screening for alcohol and/or drugs. I also understand and agree that, if employed, I may be required to submit to an alcohol or drug screening at any time at the discretion of Oak ParkCountry Club. I hereby consent to having the results of any such alcohol or drug screening I may be required to undergo disclosed to Oak Park Country Club.

In processing my application for employment, the company may verify all the information provided by me, or may have procure or have prepared a consumer or an investigative consumer report for this purpose, concerning my prior employment, military record, education, character, general reputation, personal characteristics, criminal record, and mode of living. I understand that upon written request to the company, I will be informed whether an investigative consumer report was requested and given full information as to the nature and scope of this investigation.

I authorize investigation of all statements contained in this application form if I am considered for employment. I also authorize previous employers, personal references named, or any other persons to whom the company may refer to any and all information regarding my employment or scholastic standing together with any other information, personal or otherwise that may or may not be on their records.

I understand that misrepresentation or omission of that facts called for herein, receipt of unsatisfactory references or failure to pass the prescribed physical examination will be sufficient cause for dismissal from the from the company’s service if I shall have been employed.

I also understand that any job I am offered will not be for any set period of time. My employment may be terminated at any time of my own free will or the will of my employer. I further understand that this policy cannot be changed except in writing and then only when signed by an authorized representative of the employer. I understand that this application is not a contract of employment.

All applications/resumes will be kept on file for 30 days. After that time they will be considered “inactive” and you must reapply for any other employment opportunities you might be interested in with Oak Park Country Club.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**To be completed by Hiring Manager**

Hourly \_\_\_\_\_ Rate \$ \_\_\_\_\_ Salaried \_\_\_\_\_ Annual Salary \$ \_\_\_\_\_

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Seasonal \_\_\_\_\_

Dept \_\_\_\_\_ Position \_\_\_\_\_ Start Date \_\_\_\_\_

Hired By \_\_\_\_\_ Supervisor \_\_\_\_\_