



# APPLICATION FOR EMPLOYMENT

**WAYNESBOROUGH**  
COUNTRY CLUB

**PERSONAL INFORMATION** (Please print)

Name \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Social Security/Social Insurance Number \_\_\_\_\_ Date (M/D/Y) \_\_\_\_\_

Are you less than 18 years of age?  Yes  No      Are you legally eligible for employment in the U.S.?  Yes  No

Have you been convicted of a felony in the last seven (7) years?  Yes  No      If Yes, Please Explain \_\_\_\_\_

Have you ever been discharged by an employer?  Yes  No      If Yes, Please Explain \_\_\_\_\_

Present Address \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Permanent Address \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Daytime \_\_\_\_\_ Evening \_\_\_\_\_ Referred By \_\_\_\_\_

**EMPLOYMENT DESIRED** (If you are applying for a retail hourly position, please keep in mind that the availability of hours may vary.)

Position \_\_\_\_\_ Salary Desired \_\_\_\_\_ Date You Can Start \_\_\_\_\_

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Specify hours available for each day of the week							

Are you able to work overtime?  Yes  No

**EDUCATION**

	Name and Address of School	Circle Last Years Completed				Did You Graduate?		Subjects Studied and Degrees Received
High School		1	2	3	4	Y	N	
College		1	2	3	4	Y	N	
Post College		1	2	3	4	Y	N	
Trade, Business, or Correspondence School		1	2	3	4	Y	N	

List Skills relevant to the position applied for \_\_\_\_\_

Describe a recent situation where you received excellent customer service. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What do you like about Waynesborough Country Club? \_\_\_\_\_

\_\_\_\_\_

Why would you like to work for Waynesborough Country Club? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe a specific situation where you have provided excellent customer service in your most recent position. Why was this effective? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FORMER EMPLOYERS**

List below current and last three employers, starting with most recent one first. Please include any non-paid/volunteer experience which is related to the job for which you are applying. Please complete even if you attach a resume.

Date (M/D/Y)

<b>1.</b>	From	Current Employer (Name and Address of Employer – Type of Business)	Salary or Hourly	Position	Reason For Leaving
	To		Starting _____ Ending _____ If hourly, average # of hours per week _____		
Duties Performed					
Supervisor's Name		Phone Number		May We Contact?	
<b>2.</b>	From	Current Employer (Name and Address of Employer – Type of Business)	Salary or Hourly	Position	Reason For Leaving
	To		Starting _____ Ending _____ If hourly, average # of hours per week _____		
Duties Performed					
Supervisor's Name		Phone Number		May We Contact?	
<b>3.</b>	From	Current Employer (Name and Address of Employer – Type of Business)	Salary or Hourly	Position	Reason For Leaving
	To		Starting _____ Ending _____ If hourly, average # of hours per week _____		
Duties Performed					
Supervisor's Name		Phone Number		May We Contact?	
<b>4.</b>	From	Current Employer (Name and Address of Employer – Type of Business)	Salary or Hourly	Position	Reason For Leaving
	To		Starting _____ Ending _____ If hourly, average # of hours per week _____		
Duties Performed					
Supervisor's Name		Phone Number		May We Contact?	

**REFERENCES**

Give below the names of three professional references, whom you have known at least one year.

	Name	Address & Phone Number	Business	Years Acquainted How Do You Know This Person?
1				
2				
3				

Date

Signature

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER  
COMMITTED TO HIRING A DIVERSE WORKFORCE.**