

**This application must be completed even though a resume is attached.**

# APPLICATION FOR EMPLOYMENT

## A. R. Golf Operations, L.L.C.

A. R. Golf Operations, L.L.C. is a Drug-Free Workplace

**PLEASE PRINT PLAINLY IN INK – DO NOT USE TYPEWRITER**

<input type="checkbox"/> Last Name	First Name	Middle	Social Security #	
Street Address			Home Phone (   )	Business Phone (   )
City	State	Zip	Age (If Under 21)	
Position Desired	Pay Expected		What days are you available to work?	
Have you ever applied for employment with us?    Yes    No		Are You available for full-time work?    Yes    No If not, what hours can you work? _____		
After employment, can you submit verification of your legal right to work in the United States?				
SCHOOL	NO. YEARS	GRADUATED (YES / NO)	SCHOOL NAME & LOCATION	DEGREE
GRADE SCHOOL / HIGH SCHOOL				
COLLEGE				
GRADUATE SCHOOL				
TRADE / BUSINESS / OTHERS				
Are you known to schools / references by another name? If so, give name: _____				

### BUSINESS / PERSONAL REFERENCES

Give name and addresses of three persons (not relatives or former employers) who have knowledge of your character, experience and ability.

NAME	ADDRESS	CITY/STATE	BUSINESS / OCCUPATION	TELEPHONE
				(   )
				(   )
				(   )

- Have you ever been convicted of a felony or any crime for which you have served a jail or prison sentence?     Yes    No
- Are you currently awaiting trial for any criminal offense?     Yes     No
- Have you ever perpetrated an act of violence in the workplace?     Yes     No
- Have you ever been convicted of a crime other than minor traffic violations?     Yes     No

A yes answer will not necessarily disqualify you. Please explain any yes answers so that the individual circumstances may be considered. \_\_\_\_\_

Indicate if you have any of the following office skills:

- 10 Key by Touch
- Dictating Machine
- PBX switchboard (type \_\_\_\_\_)

- Typing (\_\_\_\_\_ wpm)
- Shorthand (\_\_\_\_\_ wpm)
- Personal Computer

- List Software \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Describe specialized training, apprenticeship skills, and extra-curricular activities \_\_\_\_\_  
 \_\_\_\_\_

A.R. Golf Operations, L.L.C. is an Equal Opportunity Employer and does not discriminate in hiring or employment on the basis of race, color, religion, national origin, sex, age, handicap, or veteran status. The information contained in this employment application will be used solely to determine your qualifications for the position for which you are applying.

EMPLOYMENT RECORD, PLEASE COMPLETE THIS SECTION EVEN IF ATTACHING RESUME, AND INCLUDE ANY MILITARY SERVICE				
SHOW MOST RECENT EMPLOYMENT FIRST				
COMPANY	FROM (MO./YR.)	TO (MO./YR.)	JOB TITLE	SUPERVISOR
NUMBER	STREET		SALARY STARTING    ENDING	REASON FOR LEAVING
			\$            \$	
CITY	STATE	ZIP	NAME WHILE EMPLOYED (IF DIFFERENT)	DUTIES
TELEPHONE # (    )				
COMPANY	FROM (MO./YR.)	TO (MO./YR.)	JOB TITLE	SUPERVISOR
NUMBER	STREET		SALARY STARTING    ENDING	REASON FOR LEAVING
			\$            \$	
CITY	STATE	ZIP	NAME WHILE EMPLOYED (IF DIFFERENT)	DUTIES
TELEPHONE # (    )				
COMPANY	FROM (MO./YR.)	TO (MO./YR.)	JOB TITLE	SUPERVISOR
NUMBER	STREET		SALARY STARTING    ENDING	REASON FOR LEAVING
			\$            \$	
CITY	STATE	ZIP	NAME WHILE EMPLOYED (IF DIFFERENT)	DUTIES
TELEPHONE # (    )				

\_\_\_\_\_ **DO NOT CONTACT CURRENT EMPLOYER**

\_\_\_\_\_ **OK TO CONTACT CURRENT EMPLOYER**

**COMPLETE ADDRESSES OF PHYSICAL RESIDENCE FOR THE PAST FIVE (5) YEARS:**

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_  
**From:** \_\_\_\_\_ **To:** \_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_  
**From:** \_\_\_\_\_ **To:** \_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_  
**From:** \_\_\_\_\_ **To:** \_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_  
**From:** \_\_\_\_\_ **To:** \_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_  
**From:** \_\_\_\_\_ **To:** \_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_

**PLEASE READ THE FOLLOWING STATEMENT CAREFULLY**

I certify that the answers given by me to other above questions and statements are true and correct. I understand it is the policy of A. R. Golf Operations, L.L.C. to consider all the information supplied by the applicant in assessing his or her qualifications for employment. In making this application, I realize that all statements made herein, including stated reasons for leaving former employment, may be investigated and that persons who know me, now and / or in the past, may be contacted and questioned about me. I authorize the companies, schools or persons named to give any information they may have regarding me with reference to my prior employment and character, and release any entity or individual who furnishes any information concerning me from any liability arising from the release of such information. I authorize Avery Ranch Golf Club to perform necessary background check and drug screening to verify eligibility for employment at Avery Ranch Golf Club.

I understand that any falsification, misinformation or material omission of fact in this application will result in removal of my application from consideration or immediate dismissal, if I am employed.

I agree to comply with the rules and regulations of A. R. Golf Operations, L.L.C., during the application process and further understand that if I am offered employment, I will be required to produce sufficient documentation of my identity and right to work in the United States and to attest under penalty of perjury that the documents I have produced are genuine and relate to me.

If I am employed by A. R. Golf Operations, L.L.C., I agree to conform to the rules and regulations of A. R. Golf Operations, L.L.C, as well as the personnel policies contained in the current Employment Handbook of the Avery Ranch Golf Club. I also understand and agree that my wages, hours, working conditions, job assignments and compensation rates are subject to change by A. R. Golf Operations, L.L.C. I understand my employment is at will and can be terminated with or without cause and with or without notice, at any time at the option of A. R. Golf Operations, L.L.C. or myself.

**PLEASE NOTE:** You should not rely on a contingent offer of employment from A.R. Golf Operations, L.L.C., or otherwise engage in any activity based upon a contingent offer of employment unless or until a final offer of employment is made, you should not take any action which could result in financial loss if a contingent offer is withdrawn, such as giving notice of intent to terminate current employment, selling real estate or incurring any other costs associated with accepting employment with A. R. Golf Operations, L.L.C. No such activity should be undertaken until after you have received a final offer of employment from A. R. Golf Operations, L.L.C. **Under no circumstances should you report to work prior to receiving a final offer of employment.**

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



Dear Applicant,

Thank you for your interest and application with Avery Ranch Golf Club. It is the policy of Avery Ranch to perform a public record(s) search, background check and drug screen in connection with your application for employment. The public record(s) search will include (but is not limited to) personal identifiers verification and criminal records verification.

In compliance with Public Law 91-508 (the Fair Credit Reporting Act) "FRCA", as amended by Public Law 104-208 (the Consumer Credit Reporting Reform Act of 1996) and applicable state law, this is a notice to inform you that a public record(s) research may be obtained in connection with your application for employment or current employment with Avery Ranch Golf Club.

Avery Ranch Golf Club is a drug-free workplace. Screening tests for alcohol and illegal drugs use may be required before hiring and during your employment.

