



EMPLOYMENT APPLICATION

(VALID FOR 1 YEAR)

THE CLUB DOES NOT DISCRIMINATE BECAUSE OF RACE, RELIGION, COLOR, AGE, SEX, NATIONAL ORIGIN, DISABILITY, VETERAN STATUS and MARITAL STATUS OR ANY OTHER REASON PROHIBITED BY LAW.

1. You will be required to present documents to verify your employment eligibility as a condition of employment.
2. You will be required to take a drug test as a condition of employment.

Please follow the instructions given with each section carefully. This will ensure that appropriate information on your

background experience and qualifications is available for employment consideration. **PLEASE PRINT IN INK OR TYPE YOUR ANSWERS.**

Some special notes on the various sections of this Employment Application are given below:

1. Section

Lebanon Country Club

Employment Application Form



Please mail completed application to:

3375 Oak Street
Lebanon, PA 17042
(717)273-0611 or

**PLEASE PRINT ALL
INFORMATION REQUESTED
EXCEPT SIGNATURE**

A. PERSONAL DATA

Resumes and Cover Letters are encouraged and may be attached to application. Be sure to answer all questions.

PLEASE NOTE: It is important that you complete all parts of the application. If your application is incomplete or does not clearly show the experience and/or training required, your application may not be accepted. If you have no information to enter, please write N/A.

DATE _____

Name _____
Last First Middle Maiden

Present Address _____
Number Street City State Zip

How long _____

Telephone () _____

Social Security _____

Date of Birth _____

Are you under age 18 _____ YES _____ NO If "YES", can you provide proof of your eligibility to work? _____ YES _____ NO

Are you currently authorized to work in the United States? _____ YES _____ NO. *Proof of eligibility will be required if hired.*

Position(s) applying for (1) _____
(2) _____

Wage desired _____

(Be specific)

Days/hours available to work

No Pref _____ Thurs _____
Mon _____ Fri _____
Tue _____ Sat _____
Wed _____ Sun _____

How many hours can you work weekly? _____

B. EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Business or Trade School				
Professional School				

C. GENERAL INFORMATION

Have you ever been convicted of a crime or received a verdict of anything other than not guilty in any criminal investigation or proceeding?

No Yes A Conviction record will not necessarily bar you from employment.

By initials indicated here _____. I acknowledge my statement to be true and it will be verified with public criminal records.

If yes, describe when the conviction occurred, the facts and circumstances, and any facts pertaining to rehabilitation. (Do not list any criminal charges for which the records have been sealed or expunged. A criminal offense will not necessarily bar employment.)

APPLICATION FOR EMPLOYMENT

D. REFERENCES

Please list two references other than relatives:

Name _____

Name _____

Position _____

Position _____

Company _____

Company _____

Address _____

Address _____

Telephone (____) _____

Telephone (____) _____

Please use this space to elaborate on any background, experience, or qualifications which you believe should be considered in evaluating your qualifications for employment. You may include hobbies, volunteer experience, and other activities you believe relevant. Please omit any information that would disclose your race, gender, age, marital status, ethnic origin, religious or political affiliations, or disability.

E. EMPLOYMENT HISTORY

Name of employer _____

Address _____

City, State, Zip Code _____

Phone Number (_____) _____

Name of Supervisor _____

Employment Dates

From _____ To _____

Pay or Salary

Start _____ Final _____

Your last job title _____

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this club/company. _____

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Address _____

City, State, Zip Code _____

Phone Number (_____) _____

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Your last job title _____

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this club/company. _____

PLEASE READ CAREFULLY

APPLICATION FORM WAIVER

As indication that you have read and understood each sentence, please write your initials in the spaces provided below.

Lebanon Country Club strongly believes in its responsibility to provide a safe and healthful workplace for all its employees. I understand that at any time before and after I am hired, the club may require me to submit to a physical examination to the extent permitted by law. I consent to the disclosure of the results of the physical examinations and related tests to the club. I understand that I will be tested for the presence of controlled substances before being hired. _____ In any event of a work related injury or accident, I understand I will be required to submit to a test for the presence of controlled substances. _____

I understand an offer of employment will be made contingent on passing a job-related Controlled substance Test. I agree to submit to a controlled substances screening . _____ I have read, understand, and agree to the above-referenced physical examination and drug testing policy. _____

I authorize investigation of all statements contained in this application. _____ I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. _____ I hereby give the club permission to contact schools, all previous employers (unless otherwise indicated), references, and others, and hereby release the club from any liability as a result of such contact. _____

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the employer. However, I further understand that either the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

I understand that completion of this application for Employment does not guarantee that I have been employed by Lebanon Country Club.

NOTE: A false statement on any part of your application may be grounds for not hiring you, or for terminating you after you begin work.

Signature of applicant _____ Date: _____

Lebanon Country Club is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, gender, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with the club depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.