

FOR OFFICE USE ONLY	
Work Location	Rate
Primary Job Code	Date of Hire
2nd	
3rd	
4th	

EMPLOYMENT APPLICATION (Short Form)

Position(s) applied for _____

Were you previously employed by us? Yes☐ No☐ If yes, when? _____

If your application is considered favorably, on what date will you be available for work? _____

TO APPLICANT: We deeply appreciate your interest in our organization. Thank you for taking the time to complete this application.

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability, veteran status, attainment of benefits, and participation in union activities. The laws of most states and many localities also prohibit some or all of the above types of discrimination as well as some additional types including, but not limited to, discrimination based upon ancestry, marital status, parental status, sexual orientation, or source of income. The Fair Credit Reporting Act imposes restrictions with respect to information obtained from a consumer reporting agency, including but not limited to information regarding credit data, personal character, general reputation and mode of living. **This list, however, is not exhaustive of the grounds on which discrimination is prohibited.**

(PLEASE PRINT CLEARLY)

PERSONAL:

Date _____

Name _____
Last First Middle

Email Address_____ Telephone No._____

Address _____
No. Street City State Zip Code

Are you legally eligible for employment in the U.S.A.? Yes☐ No ☐
If hired, you are required to submit proof of your eligibility to work in the U.S.A.

Are you over the age of eighteen? Yes☐ No☐ If no, hire is subject to verification that you are of minimum legal age.

Are you willing to work: Evenings? Yes☐ No☐ Weekends? Yes☐ No☐ Holidays? Yes☐ No☐

EDUCATION:

Circle last year completed						Describe any other job related training or education
Elementary School	5	5	6	7	8	
High School	0	1	2	3	4	
College	0	1	2	3	4	

EMPLOYMENT HISTORY:

List below present and past employment, beginning with your most recent.

I. Name and Address of Company and Type of Business	From Mo.	From Yr.	To Mo.	To Yr.	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Describe the work you did:							
Telephone #								

II. Name and Address of Company and Type of Business	From Mo.	From Yr.	To Mo.	To Yr.	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Describe the work you did:							
Telephone #								

I hereby give permission to contact the employers listed above concerning my prior work experience as indicated.

Employer I? Yes☐ No☐ Employer II? Yes☐ No☐

Signed _____

REFERENCES (Business/Professional): Family members, significant other and close personal friends are not acceptable.

Name	Relationship to Applicant	Telephone No.	Occupation	Years Known

What is the best time to follow-up on this application at home?
Is there a second contact number you can be reached at?

LEGAL:

PLEASE READ AND SIGN BELOW:

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than an officer of the Cedar Rapids Country Club has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in a writing signed by an officer.

Signature of Applicant: _____