

THE COUNTRY CLUB OF CHARLESTON

Employment Application



The Country Club of Charleston is an Equal Opportunity Employer. Employment offers are made on the basis of qualifications, and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

Please complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate "See Resume"). Applications with missing or invalid phone numbers will not be considered for any position.

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Social Security No.	Desired Salary	
Position Applied for			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you 18 years of age or older?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, what is your age?
Are you related to any club employee?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, what is their name?
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

EDUCATION			
High School		City / State	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
GED		City / State	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		City / State	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		City / State	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		City / State	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		City / State	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES – PLEASE LIST THREE PROFESSIONAL REFERENCES

Full Name	Relationship
Company	Phone ()
City / State	
Full Name	Relationship
Company	Phone ()
City / State	
Full Name	Relationship
Company	Phone ()
City / State	

Please detail your entire work history beginning with your current or most recent employer. If you held multiple positions with the same organization, please provide details on each position. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include military and volunteer commitments. Do not complete this information with the notation "See Resume."

PREVIOUS EMPLOYMENT

Company	Phone ()	
Address	Supervisor	
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Company	Phone ()	
Address	Supervisor	
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Company	Phone ()	
Address	Supervisor	
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		

MILITARY SERVICE

Branch

From

To

Rank at Discharge

Type of Discharge

If other than honorable, explain

AVAILABILITYCan you work Holidays? Yes No If not why?Can you work weekends? Yes No If not why?Do you have schedule conflicts during the week such as school or another job? Yes No If so on what day(s) / time(s)?

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Saturday:

Sunday:

Are there any other foreseeable schedule conflicts such as vacations or prior engagements? If so please provide details and dates.

DISCLAIMER AND SIGNATURE

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed; falsified statements on the application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release The Country Club of Charleston from all liability and for any damage that may result from utilization of such information.

I agree to submit to a physical exam, criminal and credit background investigation, and/or screening for illegal substances. I understand that this document is not an offer of employment. I understand that staff employees of The Country Club of Charleston serve at-will, and the employment relationship may be terminated at any time by either party, for any or no reason, other than a reason prohibited by law.

I also understand and agree that no representative of the company 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, unless it is in writing and signed by the Chief Operating Officer.

Signature: _____

Date: _____

How did you learn about this employment opportunity at The Country Club of Charleston?

Check all boxes that apply

- Walk-in
- Website
- Ad in Newspaper
- Ad on Craigslist
- Referral by Employee / If so by whom?
- Department of Labor
- Other / Please Provide Details: