



Oak Park Country Club

River Grove, IL

Employment Application

Position for which applying		Date of application		
<i>*Please be sure that you receive a copy of the job description of the position for which you are applying.</i>				
Date available	Salary desired	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Seasonal

Personal Data

Name: Last	First	Middle Initial	Social Security Number
Street Address			Apt.#
City		State	Zip Code
Home # () _____ - ____	Cell # (optional) () _____ - _____	How long at present address	
Email Address: <i>(optional)</i>			
Are you legally eligible to work in U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you 21 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Education

Circle highest level (or equivalent) completed			
Elementary School: 1 2 3 4 5 6 7 8	High School: 9 10 11 12	College: 1 2 3 4	
Name of college, university or vocational/technical school attended:			
If you did not graduate, indicate the number of credit hours completed:			
Are you presently enrolled or do you intend to enroll in school? <input type="checkbox"/> Yes <input type="checkbox"/> No		Where?	

Work Experience

Please complete starting with present employer. Account fully for your occupied and unoccupied time, including military service. Attach a list of additional positions, if necessary. Please be certain that all addresses and telephone numbers are correct and complete.

May we contact your present employer? Yes No

Employer	Dates employed: From (mo/yr) _____ To (mo/yr) _____			Title
Address	City	State	Zip	Responsibilities
Supervisor	Phone	Starting/Ending Pay	/	Reason for leaving or desiring change
Employer	Dates employed: From (mo/yr) _____ To (mo/yr) _____			Title
Address	City	State	Zip	Responsibilities
Supervisor	Phone	Starting/Ending Pay	/	Reason for leaving or desiring change
Employer	Dates employed: From (mo/yr) _____ To (mo/yr) _____			Title
Address	City	State	Zip	Responsibilities
Supervisor	Phone	Starting/Ending Pay	/	Reason for leaving or desiring change

Have you ever been employed by Oak Park Country Club? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, date(s) of employment:
If yes, reason for leaving?	
Have you been convicted of a felony in the past 7 years?*	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>*Records that are sealed or expunged do not need to be disclosed.</i>
Have you ever worked under another name? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, under what name?
List names of relatives or acquaintances known to have been employed by Oak Park Country Club:	
<i>If required to drive club vehicle:</i>	
Do you have a valid Motor Vehicle Operators License? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, from what state? License No:

Please indicate hours you are available to work

Monday _____ Tuesday _____ Wednesday _____ Thursday _____
Friday _____ Saturday _____ Sunday _____

Are you now, or do you expect to be, engaged in any other employment while employed at the Club? Yes No

If yes, provide the nature of the business and the amount of your time it requires:

Provide and Emergency Contact

Name _____ Phone number (____)_____-_____

Please list business or professional references who are not relatives.

Name _____ Occupation _____ Phone number (____)_____-_____

Name _____ Occupation _____ Phone number (____)_____-_____

Name _____ Occupation _____ Phone number (____)_____-_____

Referral Source- please check one Advertisement Newspaper Employment Agency Other

If referred by a current employee, please list employee name. _____

AGREEMENT

I understand that as a condition of employment, I may be required to undergo and successfully pass a screening for alcohol and/or drugs. I also understand and agree that, if employed, I may be required to submit to an alcohol or drug screening at any time at the discretion of Oak ParkCountry Club. I hereby consent to having the results of any such alcohol or drug screening I may be required to undergo disclosed to Oak Park Country Club.

In processing my application for employment, the company may verify all the information provided by me, or may have procure or have prepared a consumer or an investigative consumer report for this purpose, concerning my prior employment, military record, education, character, general reputation, personal characteristics, criminal record, and mode of living. I understand that upon written request to the company, I will be informed whether an investigative consumer report was requested and given full information as to the nature and scope of this investigation.

I authorize investigation of all statements contained in this application form if I am considered for employment. I also authorize previous employers, personal references named, or any other persons to whom the company may refer to any and all information regarding my employment or scholastic standing together with any other information, personal or otherwise that may or may not be on their records.

I understand that misrepresentation or omission of that facts called for herein, receipt of unsatisfactory references or failure to pass the prescribed physical examination will be sufficient cause for dismissal from the from the company’s service if I shall have been employed.

I also understand that any job I am offered will not be for any set period of time. My employment may be terminated at any time of my own free will or the will of my employer. I further understand that this policy cannot be changed except in writing and then only when signed by an authorized representative of the employer. I understand that this application is not a contract of employment.

All applications/resumes will be kept on file for 30 days. After that time they will be considered “inactive” and you must reapply for any other employment opportunities you might be interested in with Oak Park Country Club.

Signature _____ Date _____

To be completed by Hiring Manager

Hourly _____ Rate \$ _____ Salaried _____ Annual Salary \$ _____

Full Time _____ Part Time _____ Seasonal _____

Dept _____ Position _____ Start Date _____

Hired By _____ Supervisor _____