



Application for Employment

Please fill out this application in its entirety and email to Williamsburg Golf Club.

Applicant Information

Full Name _____ Cell Phone () _____

Email _____

Home Address _____ City/State/Zip _____

Desired Employment

Position Applied for _____ Available Start Date _____

Expected Rate of Pay (Hourly/Salary) _____

Type of Work Desired: Full- Time Part-Time Seasonal Temporary

How did you hear about Williamsburg Golf Club? _____

Have you ever worked at Williamsburg Golf Club Before? Yes No

Are you over the age of 16? Yes No

Will you relocate if required? _____ Will you work overtime if needed? _____

What is your availability during the week and on weekends? _____

Employment Experience

Please list past employers starting with the most recent or current.

1. Employer _____

Address _____

Job Title _____ Supervisor _____

Email _____ Phone () _____

Dates Employed: From (mm/yy) _____ To (mm/yy) _____ Hourly Rate/Salary _____

Responsibilities _____

Can we contact your supervisor? _____

2. Employer _____

Address _____

Job Title _____ Supervisor _____

Email _____ Phone () _____

Dates Employed: From (mm/yy) _____ To (mm/yy) _____ Hourly Rate/Salary _____

Responsibilities _____

Can we contact your supervisor? _____

3. Employer _____

Address _____

Job Title _____ Supervisor _____

Email _____ Phone () _____

Dates Employed: From (mm/yy) _____ To (mm/yy) _____ Hourly Rate/Salary _____

Responsibilities _____

Can we contact your supervisor? _____

4. Employer _____

Address _____

Job Title _____ Supervisor _____

Email _____ Phone () _____

Dates Employed: From (mm/yy) _____ To (mm/yy) _____ Hourly Rate/Salary _____

Responsibilities _____

Can we contact your supervisor? _____

Have you ever been fired or asked to resign from a job? Yes No

Education

High School:

Name of School _____ Location _____

Degree or Diploma _____ Did you graduate? Yes No Years Completed _____

College:

Name of School _____ Location _____

Course of Study _____ Did you Graduate? Yes No

Degree or Diploma _____ Years Completed _____ Year Graduated _____

Graduate School:

Name of School _____ Location _____

Course of Study _____ Did you Graduate? Yes No

Degree or Diploma _____ Years Completed _____ Year Graduated _____

Vocational Training – Other:

Name of School _____ Location _____

Course of Study _____ Did you Graduate? Yes No

Degree or Diploma _____ Years Completed _____ Year Graduated _____

Continuing Education:

Skills and Qualifications:

List any special training, skills, licenses or certifications that may assist you in performing the position for which you are applying:

Computer Skills:

Please list any computer programs or skills you have.

Is there any other job related information you want us to know about you?

Qualifying Questions

1. What made you apply for this position?

2. What parts of your past experiences make you an ideal candidate for your desired position?

3. Do you have reliable transportation? _____

4. Are you legally eligible for employment in the U.S.? Yes No

5. Are you able to perform the essential functions of the job for which you are applying? *This question is not to elicit information about an applicant's disabilities. Please do not provide information about the existence of a disability.*

Yes No Need more info.

6. If driving may be required in the job for which you are applying, please provide your driver's license number.

DL# _____ State _____

7. Have you been convicted of a felony in the last 7 years?

References

List the information of three business/work related references who are not related to you whom have known you for over two years.

Name	Title	Relationship	Telephone	Email	Years Known
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Please attach you resume to the application upon submission.

It is the policy of the company to provide equal opportunity in regard to all terms and conditions of employment. The company complies with federal and state laws prohibiting discrimination on the basis of race, color, religion, creed, national origin, disability, veteran status, age or any other protected characteristic.

Application should be emailed to Williamsburg Golf Club.

Clubhouse Positions : Manager@Williamsburgclub.com

Golf Course Maintenance Positions : jwhitmire@williamsburgclub.com

Applicant Statement

I certify that all of the information I have provided on this application is true and complete, and I understand that if any false or misleading information, omissions or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references, employers I authorized, public agencies, licensed authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in the application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this application remains active for 30 days. After such time if I have not heard from the employer and still wish to be considered for employment, I must reapply.

Applicant's Signature: _____

Date: _____