



## Employment Application

***It is of the utmost importance that all information given on this application be accurate. It is our policy to verify information regarding an applicant's background, including but not limited to such items as dates of employment, salary progressions, and reasons for leaving present and/or previous employment.***

**Non-Smoking Facilities** – Smoking is prohibited in all areas of the workplace occupied or used by Heritage Hills Golf Resort & Conference Center associates except specifically designated outdoor smoking areas.

### General

Name \_\_\_\_\_  
Last First Middle Initial Social Security Number

Present Address \_\_\_\_\_  
Street City State Zip

Home Telephone Number \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

I am a U.S. Citizen or National of the U.S., an alien lawfully working for permanent residence, or an alien authorized to work in the U.S. for Heritage Hills Golf Resort & Conference Center \_\_\_\_\_ Yes \_\_\_\_\_ No

Note: Upon request, prior to commencement of employment, you must provide document that establish your identity and authorization to work in the United States.

Are you under the age of 18? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you under the age of 16? \_\_\_\_\_ Yes \_\_\_\_\_ No

*(If your answer is yes, you must supply working papers if hired)*

## Position

Type of employment desired:  Full-time  Part-time  Temporary  Summer  On Call

Position Applied For \_\_\_\_\_ Second Choice \_\_\_\_\_

Date Available \_\_\_\_\_ Salary Requirement \_\_\_\_\_

Have you ever applied or interviewed for a position with Heritage Hills Golf Resort & Conference Center?

Yes  No

If yes: Date \_\_\_\_\_ Position \_\_\_\_\_

Have you ever been employed by Heritage Hills?  Yes  No

If yes: Date \_\_\_\_\_ Position \_\_\_\_\_

Which shift do you prefer?  First  Second  Third  Open

Are you available to work weekends and holiday?  Yes  No Referred by: \_\_\_\_\_

## Background

Have you ever been convicted of or plead guilty to a crime other than a minor traffic violation within the last 5 (five) years?  Yes  No

If you answered "yes" to any of the above questions, please explain (use additional paper if necessary).

\_\_\_\_\_  
*Note: Disclosure of convictions does not automatically disqualify you from employment consideration.*

If the position requires driving do you have a valid driver's license?  Yes  No

Have you ever served/worked in any branch of the U.S. Military?  Yes  No

If Yes, dates and branch \_\_\_\_\_

## Employment History

Present Employer \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Employed from \_\_\_\_\_ to \_\_\_\_\_ Job Title \_\_\_\_\_  
Month/year Month/year

Start Salary \_\_\_\_\_ Current Salary \_\_\_\_\_ Other Compensation \_\_\_\_\_

Major Duties \_\_\_\_\_

Why do you want to change jobs? \_\_\_\_\_

Supervisor's Name and Telephone Number \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_

May we contact your employer?  Yes  No If no, please explain why \_\_\_\_\_

## Employment History - *continued*

Prior Employer \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Employed from \_\_\_\_\_ to \_\_\_\_\_ Job Title \_\_\_\_\_  
Month/year Month/year

Start Salary \_\_\_\_\_ Current Salary \_\_\_\_\_ Other Compensation \_\_\_\_\_

Major Duties \_\_\_\_\_

Why do you want to change jobs? \_\_\_\_\_

Supervisor's Name and Telephone Number \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

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Prior Employer \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Employed from \_\_\_\_\_ to \_\_\_\_\_ Job Title \_\_\_\_\_  
Month/year Month/year

Start Salary \_\_\_\_\_ Current Salary \_\_\_\_\_ Other Compensation \_\_\_\_\_

Major Duties \_\_\_\_\_

Why do you want to change jobs? \_\_\_\_\_

Supervisor's Name and Telephone Number \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

## Professional References

Name	Relationship	Company	Telephone Number

## Education

Name	City, State	Course/Degree	Number of Year Completed
High School			
Business or Vocational School			
College			
Graduate or Other School			

## Skills Summary

Describe any other experience, skills or qualifications that you feel would help you perform the job for which you are applying

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## Professional Memberships

List any professional, trade, business or civic organizations you belong to that deal with the position for which you are applying. Please explain your participation and list offices held. (Omit any organization which reflects your race, color, religion, age, sex, sexual orientation, marital status or disabilities.)

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## Applicant Statement - *Please Read Carefully*

*I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.*

*I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by Heritage Hills Golf Resort & Conference Center that such employment with Heritage Hills Golf Resort & Conference Center is at will, for no specified duration and may be terminated by either or myself Heritage Hills Golf Resort & Conference Center at any time, with or without cause. I understand that none of the documents, policies, procedures, actions, statements of Heritage Hills Golf Resort & Conference Center or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of Heritage Hills Golf Resort & Conference Center except the President has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the President of Heritage Hills Golf Resort & Conference Center. In consideration for employment with Heritage Hills Golf Resort & Conference Center, if employed, I agree to conform to the rules, regulations, policies and procedures of Heritage Hills Golf Resort & Conference Center at all times and understand that such obedience is a condition of employment.*

*I understand that if offered a position with Heritage Hills Golf Resort & Conference Center, I may be required to submit to a pre-employment medical examination, drug screening, including urine or blood, background check, and/or credit check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks may result in withdrawal of any employment offer or termination of employment if already employed.*

*I hereby authorize any and all schools, former employers, references, courts, and any others who have information about me to provide such information to Heritage Hills Golf Resort & Conference Center and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.*

*I understand that this application is considered current for six months. If I wish to be considered for employment after six months from completion of this application form, I will need to complete a new application form.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_