

RUMSON COUNTRY CLUB



APPLICATION FOR EMPLOYMENT

Rumson Country Club is an Equal Opportunity Employer

We consider all applicants based upon their qualifications to perform the essential duties of the employment position *without regard* to race, creed, age, religion, color, national origin, nationality, ancestry, gender, gender identity or expression, pregnancy, marital status, civil union, domestic partnership, affectional or sexual orientation, atypical hereditary cell or blood traits, genetic information, service in the Armed Forces, mental or physical disability, or any other legally protected class.

Please complete all four pages of this application.

Name:

(Last)

(First)

(Middle)

Address:

(Dwelling Number, Street, City, State, and Zip Code)

Contact Information: (Please indicate Yes or No if we can contact you by phone or email)

Home Phone: Yes [] No [] _____

Cell Phone: Yes [] No [] _____

Business Phone: Yes [] No [] _____

Email Address: Yes [] No [] _____

Title of Position Desired: _____

Rumson Country Club
163 Rumson Road
Rumson, New Jersey 07760
(732) 842-3333
Fax: (732) 530-0751
Email: Club@rumsoncc.org

ADDITIONAL INFORMATION

Please Check: Full-Time [] Part-Time [] Seasonal [] Internship [] Temporary [] Other []

Date Available to Begin Work: _____

Specify Days and Hours That You are Available to Work: _____

Desired Salary / Hourly Wage: _____

Are you authorized to work in the United States? Yes [] No []

Upon hire, can you verify your identity and your eligibility to work in the United States? Yes [] No []

Are you at least 18 years of age? Yes [] No []

Have you ever been employed by Rumson Country Club? Yes [] No []

If yes, indicate dates of prior employment: _____

Have you ever served in the United State's Armed Forces? Yes [] No []

If yes, List Branch and Dates: _____

If yes, List Job-Related Military Training: _____

In order to verify employment and education records, should we be made aware of any change of name or assumed name that you previously used? Yes [] No []

List Changed or Previous Name: _____

APPLICANT'S EDUCATION

Please List ONLY Name of School, Address of School, and Degree Obtained.

High School: _____

College: _____

Graduate School: _____

Vocational, Trade, Business, Night, Internet, Correspondence School or Other School

OTHER INFORMATION

Please indicate any other information, special skills, trainings, abilities, life experiences, activities, foreign languages, accomplishments, professional/trade/business/civic activities or offices held that you possess that would assist us in considering your application for employment. Please exclude any information indicative of race, age, creed, religion, color, national origin, nationality, ancestry, gender, gender identity or expression, pregnancy, marital status, civil union, domestic partnership, affectional or sexual orientation, atypical hereditary cell or blood traits, genetic information, mental or physical disability, or any other legally protected class.

REFERENCES TO BE CONTACTED

Full Name: _____
Relationship/Position: _____
Company Name: _____
Address: _____
Contact Phone Number: _____

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Relationship/Position: _____
Company Name: _____
Address: _____
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Address: _____
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Full Name: _____
Relationship/Position: _____
Company Name: _____
Address: _____
Contact Phone Number: _____

PREVIOUS EMPLOYMENT

Company Name: _____
Phone: _____
Address: _____
Supervisor: _____
Job Title: _____
Responsibilities: _____
Dates of Employment: _____
Reason for Leaving: _____
May We Contact? Yes [] No []

Company Name: _____
Phone: _____
Address: _____
Supervisor: _____
Job Title: _____
Responsibilities: _____
Dates of Employment: _____
Reason for Leaving: _____
May We Contact? Yes [] No []

Company Name: _____
Phone: _____
Address: _____
Supervisor: _____
Job Title: _____
Responsibilities: _____
Dates of Employment: _____
Reason for Leaving: _____
May We Contact? Yes [] No []

Company Name: _____
Phone: _____
Address: _____
Supervisor: _____
Job Title: _____
Responsibilities: _____
Dates of Employment: _____
Reason for Leaving: _____
May We Contact? Yes [] No []

DISCLAIMER AND SIGNATURE

1. I authorize Rumson Country Club to investigate all statements in this application and to secure any necessary information from my employers, references, or academic institutions. I hereby release all of the above from any and all liability arising from their giving or receiving information about my employment, personal, or academic history, qualifications, credentials or regarding my suitability for employment with Rumson Country Club. _____ **Initials**

2. I authorize Rumson Country Club to secure criminal and financial information, after the interview process, when related to the performance of the essential job requirements and functions, through an appropriate agency, and I understand that, upon my written request, made within a reasonable period of time, the agency providing the consumer report will provide me with a complete description of the nature and scope of the credit report investigation. _____ **Initials**

3. I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my credit, academic credentials, and employment references when related to performance of the essential job requirements and functions. _____ **Initials**

4. I authorize Rumson Country Club to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or other party having a legal and proper interest, and I hereby release Rumson Country Club from any liability for its providing this information. _____ **Initials**

5. In the event of employment or offer of employment, I authorize my physician or hospital to release any information which may be necessary to determine my ability to perform the essential functions of the job for which I am hired or being considered for any future job if related to the essential functions of the job. _____ **Initials**

6. I agree and understand that any offer of employment I may receive is contingent upon my successful completion of the Rumson Country Club's pre-employment, post offer screening process, including a physical exam when related to the performance of the essential functions of the job. _____ **Initials**

7. I understand that nothing in this employment application, the Rumson Country Club's policy statements, personnel guidelines or in my communications with any official of the Club is intended to create an employment contract between Rumson Country Club and me. I also understand that Rumson Country Club has the right to modify its policies without giving me notice. No promises of employment have been made to me, and I understand that no such promise or guarantee is binding upon Rumson Country Club unless it is made in writing and signed by the General Manager. _____ **Initials**

8. I understand that if an employment relation is established, it is "at will." This means that I have the right to terminate my employment at any time for any reason. Rumson Country Club also retains the right to terminate my employment at any time for any reason Rumson Country Club deems appropriate. _____ **Initials**

9. I understand that according to federal law all individuals who are hired, as a condition of employment, must produce certain documentation to verify their identity and citizenship in the United States, or if aliens, their legal authorization to work in the United States. As such, I understand any offer of employment is contingent on my ability to produce the required documentation within the time period required by law. _____ **Initials**

I hereby acknowledge that I have read, understand and agree to the preceding 9 statements.

I certify that the information and answers that I have provided on this application are true, accurate, and complete to the best of my knowledge. If this application leads to employment, I further understand that false or misleading information, in this application or during employment interview, will be sufficient cause for rejection of my application or immediate dismissal or release.

Date and Signature: _____