

Champaign Country Club

Application for Employment

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, disability, sexual orientation, marital status, status as a veteran, national origin, or any other classification protected by applicable law.

Employment Desired

Position: _____ Date Available: _____ Salary Desired: _____

Are you employed now? yes no If so, may we inquire of your present employer? yes no

Have you ever worked or applied here before? yes no When? _____

Do you have a valid driver's license? yes no

Personal Information

Name: _____
Last
First
Middle

Present Address: _____
Street
City
State
Zip Code

Permanent Address: _____
Street
City
State
Zip Code

Phone Number: _____

Email Address: _____

Referred by: _____

Are you 18 years or older? yes no Date of Birth _____

Are you a U.S. citizen or otherwise authorized to work in the United States? yes no

<i>Education</i>	Name & Location of School	Circle Last Year Completed	Did you Graduate?	Subjects Studied and Degree(s) Received
High School		1 2 3 4	<input type="checkbox"/> yes <input type="checkbox"/> no	
College		1 2 3 4	<input type="checkbox"/> yes <input type="checkbox"/> no	
Trade or Business School		1 2 3 4	<input type="checkbox"/> yes <input type="checkbox"/> no	
Other		1 2 3 4	<input type="checkbox"/> yes <input type="checkbox"/> no	

Job Related Skills or Experience: _____

Former Employment: (List your last four places of employment, beginning with the most previous.)

Date <i>Month / Year</i>	Name & Address of Employer	Salary (Upon leaving)	Position	Reason for Leaving
Begin:				
End:				
Begin:				
End:				
Begin:				
End:				
Begin:				
End:				

References: (List below three persons not related to you, whom you have known at least one year.)

Name	Address	Phone Number	Position, Title, or Relationship	Years Acquainted

Availability: (List those times you will be available to work each day of the week.)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Authorization:

I authorize investigation on all statements contained in this application. I understand that any misrepresentation of information requested is cause for disqualification for consideration for employment or, if already an employee, cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without previous notice.

Signature: _____ Date: _____

Office Use Only:

Forms Received: I-9 W2 Employee History Signed Personnel Policies Page

EMPLOYEE RELEASE

Under the provisions of the Fair Credit Reporting Act, 15U.S.C. § 1681 et seq., The Americans with Disabilities Act, and all applicable federal, state, and Local laws, I hereby authorize and permit the Champaign Country Club to obtain a consumer report and/or investigative consumer report which may include the following:

1. My employment records;
2. Records concerning any driving, criminal history, credit history, civil record, workers' compensation (post-officer only) and drug testing;
3. (For truck drivers only) In accordance with the Department of Transportation Motor Carrier Safety Regulations, Section 382.413, information concerning alcohol and controlled substances for the past 3 years.
4. Verification of my academic and/or professional credentials; and information and/or copies of documents from any military service records.

I understand that an "investigative" consumer report may include information as to my character, general reputation, personal characteristics, and mode of living, which may be obtained by interviews with individuals with whom I am acquainted or who may have knowledge concerning any such items of information.

I agree that a copy of this authorization has the same effect as an original.

I hereby release and hold harmless any person, firm, or entity that discloses matters in accordance with this authorization, as well as from liability that might otherwise result from the request for use of and/or disclosure of any or all of the foregoing information.

I understand and acknowledge that under provisions of the Fair Credit Reporting Act I may request a copy of any consumer report from the consumer reporting agency that compiled the report, after I have provided proper identification.

I hereby authorize the Champaign Country Club to obtain and prepare investigative consumer reports, as set forth above, as a part of its investigation of my employment application. This authorization shall remain in effect over the course of my employment. Reports may be ordered periodically during the course of my employment.

A credit report will not be requested unless the position for which you are being considered is one of the following: bonding or security requirement; unsupervised access to cash or other essentially liquid assets valued at \$2,500.00 or more; the ability to transfer or what is common referred to as signatory power over business assets of more than \$100.00; managing the direction and control of a business; access to personal, confidential, financial, trade secret or governmental security information; or duties meeting certain criteria established by the United States or Illinois Departments of Labor.

Full Name: _____ Date: _____
(Please print clearly) First Middle Last

Signature: _____ DOB: _____

Social Security Number: _____

Address: _____

Street Address

City

State

Zip Code