



*Westwood Country Club*  
22625 Detroit Rd. ~P.O. Box 16459 ~Rocky River, OH 44116  
Phone (440) 331-2120 ~ Fax (440) 356-6404

### Application for Employment

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, disability, citizenship, marital or veteran status, or any other characteristic protected under federal, state, or local law.  
Westwood Country Club Company is a drug-free workplace.

<b>PERSONAL</b>			
<b>Name:</b>			<b>Today's Date:</b>
_____	_____	_____	_____
<b>Last</b>	<b>First</b>	<b>Middle</b>	
<b>Present Street Address:</b>			<b>Telephone Number:</b>
_____			_____
<b>Address</b>	<b>City</b>	<b>State</b>	<b>(Area Code)</b>
<b>Permanent (or mailing) Street Address:</b>			<b>Email Address:</b>
_____			_____
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Are you under 18?</b>	<b>For checking prior records, provide other names under which you are known:</b>	<b>Social Security Number:</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	
<b>Are you legally authorized to work in the United States?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			

<b>GENERAL</b>					
<b>Position Desired:</b> _____			<b>Salary Desired:</b> _____		
<b>Shift (please circle all that apply):</b>	<b>Days</b>	<b>Evenings</b>	<b>Weekends</b>	<b>Holidays</b>	<b>Split</b>
<b>Referred By:</b>	<input type="checkbox"/> Advertisement		<input type="checkbox"/> Current Staff Member (Name: _____)		<input type="checkbox"/> Other
<b>Availability:</b>	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Seasonal	<input type="checkbox"/> On Call Basis	
<b>Have you ever applied to work here before?</b>			<b>Have you ever been employed here before?</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No    When? _____			<input type="checkbox"/> Yes <input type="checkbox"/> No    When? _____		
<b>Do you have any relatives currently employed here?</b>					
<input type="checkbox"/> Yes <input type="checkbox"/> No    What Department (s)? _____					
<b>Have you ever been convicted of, or pled guilty to, a crime? If yes, please explain (Note: Being convicted of, or pleading guilty to, a crime is not necessarily a bar to employment):</b>					

**EDUCATION**

Name and Location	Major Course of Study	Diploma/Degree	Did you Graduate?
High School: _____ _____	_____ _____	_____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
College: _____ _____	_____ _____	_____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate School: _____ _____	_____ _____	_____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

**AVAILABILITY RECORD ( When are you available for work?)**

- Yes     No    Days  
 Yes     No    Evenings  
 Yes     No    Weekends  
 Yes     No    Holidays  
 Yes     No    Split Shifts

Day	From:	To:
Sunday	AM	AM
	PM	PM
Monday	AM	AM
	PM	PM
Tuesday	AM	AM
	PM	PM
Wednesday	AM	AM
	PM	PM
Thursday	AM	AM
	PM	PM
Friday	AM	AM
	PM	PM
Saturday	AM	AM
	PM	PM

**EMPLOYMENT HISTORY:** Beginning with your most recent employer, please list all of your employers for the past 10 years (Please feel free to list any additional employers on a separate sheet of paper.)

<b>Name of Employer:</b> _____		<b>Type of Business:</b> _____	
<b>Address:</b> _____		<b>Phone:</b> _____	
<b>Dates Employed:</b> From: _____ To: _____		<b>Position:</b> _____	<b>Salary:</b> _____
<b>Name of Supervisor:</b> _____		<b>Reason for Leaving:</b> _____	
<b>Brief Description of Duties:</b> _____ _____			
<b>May we contact this Employer:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			

<b>Name of Employer:</b> _____		<b>Type of Business:</b> _____	
<b>Address:</b> _____		<b>Phone:</b> _____	
<b>Dates Employed:</b> From: _____ To: _____		<b>Position:</b> _____	<b>Salary:</b> _____
<b>Name of Supervisor:</b> _____		<b>Reason for Leaving:</b> _____	
<b>Brief Description of Duties:</b> _____ _____			
<b>May we contact this Employer:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			

<b>Name of Employer:</b> _____		<b>Type of Business:</b> _____	
<b>Address:</b> _____		<b>Phone:</b> _____	
<b>Dates Employed:</b> From: _____ To: _____		<b>Position:</b> _____	<b>Salary:</b> _____
<b>Name of Supervisor:</b> _____		<b>Reason for Leaving:</b> _____	
<b>Brief Description of Duties:</b> _____ _____			
<b>May we contact this Employer:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			

**PERSONAL REFERENCES:** (Please do not list relatives)

<b>Name:</b> _____	<b>Address:</b> _____	<b>Phone:</b> _____	<b>Occupation:</b> _____
<b>Name:</b> _____	<b>Address:</b> _____	<b>Phone:</b> _____	<b>Occupation:</b> _____
<b>Name:</b> _____	<b>Address:</b> _____	<b>Phone:</b> _____	<b>Occupation:</b> _____

**APPLICANT'S STATEMENT:**

I certify that answers given herein are true and complete to the best of my knowledge, and understand and agree that any misrepresentation or omission on my application or related papers, or made during any oral interviews may result in refusal of employment or shall be considered grounds for dismissal. Where an item is left blank, it is because I have no responsive information to provide.

Westwood Country Club Company may make an investigation of my history and may verify all data given in my application of employment, related papers, or oral interviews. I allow such investigation and release from liability Westwood Country Club Company and/or any person or company given or refusing such information.

I understand and agree that this application is not, and is not intended to be a contract of employment, and that if hired, my employment is at will, for no definite period, and may be terminated at any time without prior notice, without liability for wages, salary or any benefits except those earned up to the date of termination. If employed by Westwood Country Club Company, I agree to drug and alcohol testing, at any time at the option of Westwood Country Club Company, and I also understand and agree that I will abide by its rules and regulations.

I have read, understand, and agree to the above.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**EMERGENCY CONTACT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Relationship: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**Westwood Country Club Company Use Only**

Interviewer	Date / Time	Comments

**Reference and Prior Employment Check**

Individual Contacted	Name of Firm	Date / Time	Results of Check