



# ROLLING GREEN GOLF CLUB

## APPLICATION FOR EMPLOYMENT

Please COMPLETE application by PRINTING CLEARLY.

280 N. State Road, Springfield, PA 19064 Tel: (610) 544-4500 Fax: (610) 544-9450

Prospective employees will receive consideration without discrimination based on race, creed, color, sex, age, national origin, handicap, veteran status or any condition prescribed by state or local law.

### PERSONAL

I am interested in (check all that apply):  Part-time  Full-time  Seasonal

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Date \_\_\_\_\_

Street Address \_\_\_\_\_ Home Telephone \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

\_\_\_\_\_ Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

In case of emergency, please contact \_\_\_\_\_ Phone Number \_\_\_\_\_ Relationship \_\_\_\_\_

Are you legally eligible for employment in this country?  Yes  No

Date available for work \_\_\_\_\_ Desired salary range \_\_\_\_\_

Are you able to meet the attendance requirements of this position?  Yes  No

Have you pled 'guilty' or 'no contest' to, or been convicted of a crime?  Yes  No

If Yes, please provide details \_\_\_\_\_

Other special training or skills (languages, machine operation, etc) \_\_\_\_\_

### EDUCATION

School	Name & Location of School	Course of Study	# of Years Completed	Did You Graduate?	Degree or Diploma
Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business/Trade or Technical School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Elementary				<input type="checkbox"/> Yes <input type="checkbox"/> No	

**EMPLOYMENT HISTORY**

Company Name	Telephone
Address	Employment Dates (Month & Year) From:                      To:
Name of Supervisor	Hourly Pay Rate Start:                      Last:
State Job Title & Describe Your Work	Reason for Leaving
Company Name	Telephone
Address	Employment Dates (Month & Year) From:                      To:
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Name of Supervisor	Hourly Pay Rate Start:                      Last:
State Job Title & Describe Your Work	Reason for Leaving

## MILITARY

Did you service in the US Armed Forces? If yes, what branch?  Yes  No

Describe any training received relevant to the position for which you are applying:

## REFERENCES

Name \_\_\_\_\_ Position \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

## ADDITIONAL INFORMATION

Membership in professional and civic organizations, special accomplishments, awards, etc. (exclude those which may disclose your race, color, religion, age or national origin):

***Please read and understand this statement before signing your application:***

The information I have provided in this Application of Employment is true, correct and complete. False, incomplete or misrepresented information of any kind, will be sufficient cause for my application to be rejected, or if discovered after I am employed, cause for immediate termination of my employment.

I authorize the employer to contact and obtain information about me from previous employers, educational institutions and 'references' I provided, and any other party necessary to verify the accuracy of information I disclosed in this application, a related employment resume or a personal interview. To assist in the processing of my Application, I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other person, corporations or organizations who provide information for this purpose.

This application will expire in 30 days. After that date, unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

This application is not an employment agreement. If I accept an offer of employment, I understand the employer may terminate my employment at any time with or without cause and without prior notice, unless required by law. I understand that no one, other than an executive officer of the employer, has authority to enter into any employment agreement with terms contrary to the foregoing and then only in writing signed by such officer.

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

**FOR EMPLOYER'S USE ONLY**

**REFERENCES**

Employer	Person Contacted	Results
1		
2		
3		
4		

**INTERVIEW EVALUATION**

Interviewed by: Date of 1st Interview: Date of 2nd Interview: Status: <input type="checkbox"/> Not suitable for employment <input type="checkbox"/> Consider for future employment <input type="checkbox"/> Hired	<table border="1"> <thead> <tr> <th>General Factors</th> <th>Rating Low - High</th> </tr> </thead> <tbody> <tr> <td><b>Experience</b> - has previous experience in turf field/golf course maintenance</td> <td>1 2 3 4 5</td> </tr> <tr> <td><b>Education</b> - relevant to the position</td> <td>1 2 3 4 5</td> </tr> <tr> <td><b>Job Knowledge</b> - possesses practical/technical knowledge required</td> <td>1 2 3 4 5</td> </tr> <tr> <td><b>Communication Skills</b> - able to effectively express &amp; convey ideas</td> <td>1 2 3 4 5</td> </tr> <tr> <td><b>Motivation</b> - appears to have desire to work/interest in position</td> <td>1 2 3 4 5</td> </tr> <tr> <td><b>Creativity &amp; Initiative</b> - self-starter, innovative, inventive</td> <td>1 2 3 4 5</td> </tr> <tr> <td><b>Composure</b> - overall appearance &amp; ease, responsive to questions</td> <td>1 2 3 4 5</td> </tr> <tr> <td><b>Overall Impression</b> - responses &amp; behavior consistent with position requirements</td> <td>1 2 3 4 5</td> </tr> </tbody> </table>	General Factors	Rating Low - High	<b>Experience</b> - has previous experience in turf field/golf course maintenance	1 2 3 4 5	<b>Education</b> - relevant to the position	1 2 3 4 5	<b>Job Knowledge</b> - possesses practical/technical knowledge required	1 2 3 4 5	<b>Communication Skills</b> - able to effectively express & convey ideas	1 2 3 4 5	<b>Motivation</b> - appears to have desire to work/interest in position	1 2 3 4 5	<b>Creativity &amp; Initiative</b> - self-starter, innovative, inventive	1 2 3 4 5	<b>Composure</b> - overall appearance & ease, responsive to questions	1 2 3 4 5	<b>Overall Impression</b> - responses & behavior consistent with position requirements	1 2 3 4 5
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Rate: \$ _____ / Hour																			
Start Date:																			
Title:																			
<input type="checkbox"/> 12 mos/ 40 hours <input type="checkbox"/> 9 mos/ 20 hours <input type="checkbox"/> 9 mos/ 40 hours <input type="checkbox"/> 3 mos/ 20 hours <input type="checkbox"/> 3 mos/ 40 hours <input type="checkbox"/> Eligible for benefits																			