



# EMPLOYMENT HISTORY

Please give an accurate, complete full-time and part-time employment record. Start with your present or most recent employer first. If you need additional space, please continue on a separate sheet of paper.

<b>1</b>	Company/Employer	Telephone ( )
	Address	Employed (state month and year) From To
	Name of Supervisor	
	Job Title and Responsibilities (If on provided resume/leave blank)	Reason for leaving
		May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Part-time <input type="checkbox"/> Full-time _____ Average hours/week

<b>2</b>	Company/Employer	Telephone ( )
	Address	Employed (state month and year) From To
	Name of Supervisor	
	Job Title and Responsibilities (If on provided resume/leave blank)	Reason for leaving
		May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Part-time <input type="checkbox"/> Full-time _____ Average hours/week

<b>3</b>	Company/Employer	Telephone ( )
	Address	Employed (state month and year) From To
	Name of Supervisor	
	Job Title and Responsibilities (If on provided resume/leave blank)	Reason for leaving
		May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Part-time <input type="checkbox"/> Full-time _____ Average hours/week

# REFERENCES

Please list below three PROFESSIONAL references that have knowledge of your work performance within the last three years.

Name	Day Phone	Email	Years Known	Relationship

# SKILLS

Please check if you have had experience in the following areas:

- Typing WPM \_\_\_\_\_  
  Data Entry  
  Desktop Publishing  
  Word Processing  
 Computer literate on:  
  Mac  
  Windows  
  OTHER:

Use this space to describe the experiences you have checked above or any other job-related skills and qualifications you have acquired :

# AGREEMENT AND SIGNATURE

Please read carefully, initial each paragraph, and sign below.

- 1) I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery. \_\_\_\_\_ (initial)
- 2) I hereby authorize Vista Valley Country Club (the Company) to thoroughly investigate my references, work record, education, and other matters related to my suitability for employment unless otherwise specified above. I further authorize the references I have listed to disclose to the Company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure. \_\_\_\_\_ (initial)
- 3) I understand that the Company is committed to maintaining a drug and alcohol free work place. Accordingly, if offered employment, I may be subject to a pre-employment blood test, urinalysis or other drug/alcohol screening. My consent to submit to such a test is required as a condition of employment and my refusal to consent shall result in a refusal to hire or, if already employed, termination of employment. \_\_\_\_\_ (initial)
- 4) I understand that nothing contained in this application, or conveyed during any interview which may be granted or during my employment, if hired, either written or oral, creates an employment contract between me and the Company or a promise to hire. In addition, I understand and agree that if I am employed, my employment is at-will - for no definite or determinable period and may be terminated at any time, with or without cause and with or without prior notice, at the option of either myself or the Company, and that no promises or representations contrary to the foregoing are binding on the Company unless made in writing and signed by the General Manager and VP Operations of Vista Valley Country Club and by me. \_\_\_\_\_ (initial)
- 5) In compliance with Federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. Further, I understand that the Company uses E-verify for all new hires. \_\_\_\_\_ (initial)
- 6) I understand that Vista Valley Country Club's dress code is created to ensure that its five-star professional public image is upheld to its highest standards, to meet the expectations of our guests, and to address safety and health concerns. The image Vista Valley Country Club employees present is professional and traditional. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted. \_\_\_\_\_ (initial)
- 7) I understand that working for Vista Valley Country Club requires that I am available to work weekends and holidays as needed. \_\_\_\_\_ (initial)
- 8) Should a search of public records be conducted by internal personnel employed by the Company, I am entitled to copies of any such public records obtained by the Company, unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below. "Public records" are defined by California state law and means records documenting an "arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment." \_\_\_\_\_(initial)  
 I waive receipt of a copy of any public record described in the paragraph above.

I have placed my signature in the space provided below only after I have completed the entire form to the best of my ability and have carefully read the foregoing eight (8) statements. \_\_\_\_\_ (initial)

Signature \_\_\_\_\_

Date: \_\_\_\_\_