



Application for Employment

Topeka Country Club is an equal opportunity employer. All applicants will be considered regardless of race, color, religion, gender, national origin, age, marital or veteran status, medical condition, disability, or any other legally-protected status. Equal access to the hiring process, services, and employment is available to all persons. Applicants requiring accommodations to the application and/or interview process should contact a representative of the Human Resources Department.

Each question should be answered completely and accurately. **No action will be taken on this application until all questions have been answered and the application has been signed and dated.** Verification of eligibility to work in the U.S. will be required if an employment offer is made.

Name _____
Last First Middle

Address _____
Street Apt. # City State Zip Code

Telephone _____ Current Driver's License (if applicable) ___ Yes ___ No

Email Address _____

Position(s) applied for: _____

Have you applied here before? ___ Yes ___ No If yes, give date: _____

Are you employed now? ___ Yes ___ No On what date are you available for work? _____

Are you available to work ___ Full-time ___ Part-time ___ Shift work ___ Temporary

What languages do you speak fluently (if applicable)? List: _____

Are you 18 or older? ___ Yes ___ No

Have you been convicted of or plead guilty to a felony in the past 10 years, or misdemeanor involving theft or violence in the last 5 years? (Information regarding conviction records will not necessarily bar an applicant from employment; individual circumstances will be considered relative to the job sought). ___ Yes ___ No

If yes, please complete the following:

Conviction: _____ Location: _____ Date: _____

Result or outcome: _____

TOPEKA COUNTRY CLUB IS AN EQUAL OPPORTUNITY EMPLOYER



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EDUCATION			
	High School	Trade Schools	College/University
School Name			
Diploma/Degree			
Certificate Received			
Describe Course of Study			

EMPLOYMENT EXPERIENCE

List your past four (4) employers including military and voluntary service assignments. **Start with your present or most recent job.** Attach an additional sheet if necessary.

Employer: _____ Telephone: _____

Address: _____

Job Title: _____ Supervisor: _____

Dates Employed: From _____ To _____

Salary: Starting _____ Final _____

Reason for Leaving: _____

Work Performed: _____

May we Contact: Yes _____ No _____

Employer: _____ Telephone: _____

Address: _____

Job Title: _____ Supervisor: _____

Dates Employed: From _____ To _____

Salary: Starting _____ Final _____

Reason for Leaving: _____

Work Performed: _____

May we Contact: Yes _____ No _____



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Salary: *Starting* _____ *Final* _____

Reason for Leaving: _____

Work Performed: _____

May we Contact: Yes _____ No _____

Employer: _____ Telephone: _____

Address: _____

Job Title: _____ Supervisor: _____

Dates Employed: *From* _____ *To* _____

Salary: *Starting* _____ *Final* _____

Reason for leaving: _____

Work Performed: _____

May we Contact: Yes _____ No _____

Please summarize your job-related skills or specialized training:

Please list other job-related special accomplishments, projects, awards.

(Exclude information that would reveal race, color, religion, gender, national origin, age, marital or veteran status, medical condition, disability, or any other legally-protected status.):



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REFERENCES

Give the name and telephone number of three (3) business/work references who are not related to you. List at least one of your previous supervisors.

<i>Name</i>	<i>Occupation</i>	<i>Company</i>	<i>Phone Number(s)</i>
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<i>Name</i>	<i>Occupation</i>	<i>Company</i>	<i>Phone Number(s)</i>
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<i>Name</i>	<i>Occupation</i>	<i>Company</i>	<i>Phone Number(s)</i>
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List any additional information you would like us to consider.



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ACKNOWLEDGEMENT

I understand that Topeka Country Club is making no employment offer at this time. I certify that the information in this application is true, accurate and correct to the best of my knowledge. I understand that any misrepresentation or omission of any information in my Application, resume, or any other materials, or during interviews, is grounds for disqualification from further consideration for employment or for termination if employed.

A Company-paid drug test and/or physical examination may be required. I understand that any offer of employment may be withdrawn if I test positive for drugs and/or if a condition is discovered for which no reasonable accommodation can be made.

I understand that this Application is current for only sixty (60) days. At the conclusion of this time, if I have not heard from Topeka Country Club and still wish to be considered for employment, it will be necessary to fill out a new Application.

I understand that if I am hired, my employment at Topeka Country Club is "at-will" and may be terminated by myself or by Topeka Country Club at any time, with or without cause or notice. I understand that no representative of Topeka Country Club has the authority to make any assurance to the contrary.

Signature of Applicant

Date