

CANFIELD SWIM AND TENNIS CLUB

APPLICATION FOR EMPLOYMENT

All statements made by applicants for employment on this application form will be checked for accuracy. We offer equal employment opportunities to all persons without regard to race, color, religion, age, marital or veterans's status, sex, national origin, disability, or any other legally protected status.

PERSONAL INFORMATION	
Name (Print) _____	Home Phone: _____
Present Address _____	Emergency Phone Number: _____
(City) _____ (State) _____ (Zip) _____	If at present address less than one year please give
Social Security No. _____	Previous Address _____
Are you over the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, employment is subject to verification that you are of minimum legal age.	
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Can you produce documented proof of your eligibility for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No (either driver's license and Social Security card/birth certificate OR Immigration and Naturalization Service Documents)	

Positions(s) applied for _____ When are you available to start work? _____

Type of employment Full-Time Part-Time Temporary

What days and hours, if part time? Days _____ Hours _____
 From () am () pm To () am () pm

Type of School	Name & Address of School	Courses Majored In	Check Last Year Completed	Graduate? Give Degree
Elementary			5 6 7 8	
High School			9 10 11 12	
College			1 2 3 4	

Have you applied for a job with the club before? Yes No

Have you ever worked for the club before? Yes No

How did you come to apply? Employee Referral Former Employee High School Recruitment
 Newspaper Ad Walk In Other: _____

Have you ever served in the U.S. Armed Forces Yes No If yes, branch _____
 Date Entered _____ Date Discharged _____

Have you ever been convicted of a violation of the law except a minor traffic violation? Yes No If so, state date, court, and place where offense occurred _____

Have you ever been discharged or requested to resign from a position? Yes No Are you employed now? Yes No

If yes, may we contact your present employer? Yes No

Why do you desire to make a change?

Do you have any reason to believe that you would have difficulty meeting the club's work schedules? Yes No

If yes, explain _____

PRIOR WORK RECORD (Start with most recent or present employer and complete in full).

1. Name and Address of Most Recent Employer		/Telephone No.
Immediate Supervisor (Name & Position)	/ Date Hired	/Starting Rate
Job Title & Duties	/Date Left	/Last Rate
Reason For Leaving	/May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Name and Address of Former Employer		/Telephone No.
Immediate Supervisor (Name & Position)	/ Date Hired	/Starting Rate
Job Title & Duties	/Date Left	/Last Rate
Reason For Leaving	/May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Name and Address of Former Employer		/Telephone No.
Immediate Supervisor (Name & Position)	/ Date Hired	/Starting Rate
Job Title & Duties	/Date Left	/Last Rate
Reason For Leaving	/May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Please attach copies of any additional information such as special skills, training, management experience, equipment operation, or qualifications you feel will be helpful to us in considering your application.

REFERENCES

(Do Not List Relatives or Former Employers)

Name	Address	Telephone
Name	Address	Telephone
Name	Address	Telephone

JOB APPLICANT'S AGREEMENT AND CERTIFICATION

"I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment or discharge. I authorize the use of any information in this application to verify my statements, and I authorize past employers, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability to damages on account of having furnished such information."

"I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between Canfield Swim and Tennis Club and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon Canfield Swim and Tennis Club unless made in writing. If an employment relationship is established, I understand that I have the right to terminate my employer at any time and that Canfield Swim and Tennis Club retains the same right."

"I agree to submit to a physical examination whenever requested, and I understand my becoming employer and/or my continued employment are subject to results of any physical examination related to my job duties in accordance with Club policies and procedures."

"I understand that if employed, policies and rules which are issued are not conditions of employment and that the employer may revise policies or procedures, in whole or in part, at any time."

"I understand that this application will be kept on active file for 180 days from the date completed, after which time I would have to reapply in accordance with established club procedures."

(Signature of Applicant)

(Date)