

Albany Golf Club
Application for Employment

(Personal)

Date: _____

(Please print)

Name: _____ Social Security No. _____
 Last First MI

Present Address: _____
 No. Street City State Zip

How many years have you lived at this address _____ Telephone No. () _____

Previous address _____ how long did you live there? _____
 No. Street City State Zip

If hired, what type transportation will you use to get to work? _____

Position(s) applied for 1. _____ Rate of pay expected \$ _____ Per _____
 2. _____ Rate of pay expected \$ _____ Per _____

How did you learn of this opening _____

Would you work (circle) Full-Time, Part-Time

Specify days and hours if part-time _____

Were you previously employed by us? _____ If yes, When? _____

List any friends or relatives working for us _____

If your application is considered favorably, on what date will you be available to start work? _____

Are there any other experiences, skills, or qualification which you feel would especially fit you for work with the Albany Golf Club? _____

Do you have any physical defects which preclude you from performing certain kinds of work? _____ if yes, describe such defects and specific work limitations. _____

Have you been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses? _____ if yes, describe in full _____

Have you had a major illness in the past 5 years? _____ If yes, describe _____

Have you received compensation for injuries? _____ If yes, describe _____

Person to be notified in case of accident or emergency

*Phone Number _____ Name _____
Relationship _____ Address _____*

Record of Education

Type of school	Name & Address	Yrs. Attended	Yrs. Left	Graduated	Course or Major
Grammar or Grade					
High School					
College					
Post Graduate					
Business or Trade					
Other					

Employment History:

Experience and training ratings are determined by this information – please be complete.

List your present or most recent experience first. (Attach additional sheets if necessary)

EMPLOYMENT FIRM _____ **ADDRESS** _____
PHONE # () _____ **YOUR TITLE** _____
SUPERVISOR _____ **SUPERVISOR'S TITLE** _____
NO. & TYPE OF POSITIONS YOU SUPERVISED _____
DISCRIBE IN DETAIL THE WORK YOU DID _____

LENGTH OF EMPLOYMENT _____ **MONTH & YEAR EMPLOYMENT**
STARTED _____ **MONTH & YEAR EMPLOYMENT ENDED** _____
HOURS PER WEEK _____ **LAST SALARY** _____ **REASON FOR LEAVING**

EMPLOYMENT FIRM _____ **ADDRESS** _____
PHONE # () _____ **YOUR TITLE** _____
SUPERVISOR _____ **SUPERVISOR'S TITLE** _____
NO. & TYPE OF POSITIONS YOU SUPERVISED _____
DISCRIBE IN DETAIL THE WORK YOU DID _____

LENGTH OF EMPLOYMENT _____ **MONTH & YEAR EMPLOYMENT**
STARTED _____ **MONTH & YEAR EMPLOYMENT ENDED** _____
HOURS PER WEEK _____ **LAST SALARY** _____ **REASON FOR LEAVING**

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PHONE # () _____ **YOUR TITLE** _____
SUPERVISOR _____ **SUPERVISOR'S TITLE** _____
NO. & TYPE OF POSITIONS YOU SUPERVISED _____
DISCRIBE IN DETAIL THE WORK YOU DID _____

LENGTH OF EMPLOYMENT _____ **MONTH & YEAR EMPLOYMENT**
STARTED _____ **MONTH & YEAR EMPLOYMENT ENDED** _____
HOURS PER WEEK _____ **LAST SALARY** _____ **REASON FOR LEAVING**

May we contact the employers listed above? ___ if not, indicate which one(s) you do not wish us to contact.

Occasionally the form of an application blank makes it difficult for an individual to adequately summarize his complete background. To assist us in finding the proper position for you in our company, use the space below to summarize any additional information necessary to describe your full qualifications.

I declare that any statement in this application or information provided is true and complete and hereby acknowledge that I have read and I understand the information.

DATE _____ *SIGNATURE (Do not print)* _____

The Albany Golf Club is non-discriminatory on the basis of race, color, sex, religion, age, and handicapped status in employment or the provisions of service.

Thank you for completing this application form and for your interest in employment with us. We would like to assure you that your opportunity for employment with this company will be based only on your merit and on no other consideration.

**PLEASE READ CAREFULLY
APPLICANT'S CERTIFICATION AND AGREEMENT**

Minnesota Law affects you as an applicant for employment with the Albany Golf Club. The following data is public information and is accessible to anyone. Veteran's Status, relevant test scores, rank on eligibility, job history, education and training, and work availability. All other identifiable information is considered private, including, but not limited to your name, home address and phone number. If you are selected as a finalist, your name will become public information. You are a finalist if you are selected to be interviewed by Employer. The information requested on the application is necessary, either to identify you or to assist in determining your suitability for the position. You may legally refuse, but refusal to supply the requested information will mean that your application may not be considered. If you are selected for employment with the Albany Golf Club the following additional information becomes public: your name; actual gross salary and range; contract fees; actual gross pension; the value and nature of your benefits; the basis and amount of any added remuneration, such as expenses or mileage reimbursement; job description; the dates of your first and last employment with the Albany Golf Club the status of any complaints or charges against you while at work; the final outcome of any disciplinary action taken against you, specific reason for it, and all supporting documentation about your case; terms of any agreement settling administrative or judicial proceedings; you work location and phone number; payroll time sheets; and your city and county of residence. Anything not listed above which is placed in your application folder or your personnel files will be made private information by law. For further information, refer to MN Statute Ch.13.

READ CAREFULLY AND SIGN

I hereby authorize the entities and persons listed above to release to the Albany Golf Club, and any agent acting on its behalf, data classified as private. The data which I authorize to be released consists of private data, as defined by Minnesota Statute Ch. 13.02 sub. 12, and has been or will be collected by the Albany Golf Club and/or its agents and/or representatives. The information for which release is authorized includes all data which has collected, created, received, retained, or disseminated in whatever form which is in any way related to my employment. I fully understand that the purpose of permitting the Albany Golf Club to have access to this information is to determine my suitability for employment.

This authorization shall be valid for on (1) year, but I reserve the right to, at any time prior to expiration, cancel this authorization by providing written notice to the Albany Golf Club. I also acknowledge that a photocopy of this authorization may be used instead of the original and that photocopy shall consider as valid as the original.

I hereby declare that all statements made in this application are true and complete to the best of my knowledge and belief.

I understand that any false information on or omission of information form this application, or failure to present the required proofs, upon discovery will be rejection or dismissal if employed. The Albany Golf Club has the right to verify all information provided in this application.

I release all parties from any all liability and claims for damage whatsoever that may result from there from.

Applicant's Signature

Date