



WOODMONT COUNTRY CLUB
1201 Rockville Pike • Rockville, MD 20852
Application for Employment

Date of Application: _____

Position applying for: _____

Personal Information

Name _____
Last First Middle Maiden

Address _____
Number Street Apt. # City State Zip Code

Email _____

Home Telephone (____) _____ Alternate Telephone (____) _____ Mobile Work

Are you at least 18 years old? Yes No * If no, employment is subject to verification that you are of minimum legal age.

How did you hear about this opening at Woodmont Country Club?

- Advertisement (where) _____
- Employee (who) _____
- Walk-In
- Other (explain) _____

Have you filed an application here before? Yes No

If Yes, when? _____

Have you ever been employed by Woodmont Country Club? Yes No

If Yes, when? _____

Do you have any relatives currently employed by this company? Yes No

If Yes, who? _____

Are you eligible to work in the United States? Yes No
(Proof of citizenship or immigration status will be required upon employment.)

Whom should we contact in case of an emergency?

Name _____ Relationship _____
Telephone-Day (____) _____ Evening (____) _____

Have you been convicted of a felony within the last 7 years? Yes No (Conviction will not necessarily disqualify you from employment.)

If yes, please explain _____

Are you able to perform the essential functions of the job for which you are applying, with or without reasonable accommodation?
 Yes No

Employment Experience

PLEASE NOTE: Your application will not be considered unless all questions in this section are answered. Since we will make every effort to contact previous employers, correct telephone numbers are essential. Use a telephone directory or call information if necessary. Please list previous employers, dating back at least 10 years. Attach an additional sheet of paper if necessary.

Present or Most Recent Employer

Are you presently working for this employer? Yes No

If yes, may we contact? Yes No

Employer Name _____ Phone (____) _____

Location (city & state) _____

Supervisor's Name _____

Dates Employed - From _____ To _____ Position _____

Rate of Pay - Starting _____ Ending _____

Duties _____

Reason for leaving _____

Previous Employer

Employer Name _____ Phone (____) _____

Location (city & state) _____

Supervisor's Name _____

Dates Employed - From _____ To _____ Position _____

Rate of Pay - Starting _____ Ending _____

Duties _____

Reason for leaving _____

Previous Employer

Employer Name _____ Phone (____) _____

Location (city & state) _____

Supervisor's Name _____

Dates Employed - From _____ To _____ Position _____

Rate of Pay - Starting _____ Ending _____

Duties _____

Reason for leaving _____

Please explain any periods of time Not accounted for above: _____

References: (do not list relatives or former employers)

Name/Occupation	Address	Phone

Availability:

On what date would you be able to begin work? _____

Approximately how many hours are you available to work per week? 1-19 20-29 30-40

When are you available?

Year-Round **OR** Seasonal Only (explain _____)

Please indicate the times you are able to work each day:

Day	Earliest Time	Latest Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Education & Training

Please circle the highest year of school completed:

Elementary/Middle High School College/University Trade/Vocational
6 7 8 9 10 11 12 1 2 3 4 4+ 1 2 3 4 4+

Please list all high schools, colleges/universities, and trade schools attended:

School or Institution Name	City/State	Degree or Certificate

Describe any other specialized training: _____

List any extra-curricular activities or hobbies: _____

Please read carefully and sign where indicated.

This application is valid for sixty (60) days. If after this time I have not heard from the Club and still wish to be considered for employment, it will be necessary for me to complete a new application.

Inspection of Property Consent

The Club reserves the right to search any areas on Club premises at any time, including but Not limited to, lockers, desks, and Club vehicles. Refusal to submit to or cooperate in such searches is a violation of Club rules and may result in termination of employment.

Applicant's Statements:

I understand that if I drive a Club vehicle, maintaining an acceptable Motor Vehicle Report is a condition of employment. Failure to maintain an acceptable Motor Vehicle Report is grounds for termination of employment.

I understand that any employment I might be offered by the Club is at-will and either I or the Club can terminate that employment at any time with or the Club can terminate that employment at any time with or without notice for any or no reason, and that no agreement to the contrary will be recognized by the Club unless made in writing and signed by the President of the Club.

I understand that any false statements or misleading omissions made by me in connection with my application, my resume or in responding to requests for information can be sufficient grounds for my rejection as a candidate for employment or if hired, for my immediate discharge.

If I failed to return any of the Club's property, repay any loan made to me by the Club or have advanced vacation leave, I hereby irrevocably authorize the Club to deduct the appropriate sum from my final paycheck(s) or other amounts payable to me by the Club to the extent permitted by applicable law. Any amount still remaining unpaid by me will be immediately due and payable to the Club upon my termination unless otherwise agreed by the Club.

I understand that none of the Club's practices or policies are to be construed as imposing any binding contractual obligations on the Club, and that they are subject to change or deletion at any time.

I authorize all persons, schools, companies, corporations, credit bureaus and law enforcement agencies to release such information without restrictions or qualification to the Club or its authorize agent. I hereby release the Club, its officers, agents, employees and members from seeking, gathering and using such information and all the persons, corporations or organizations for finding such information relating thereto. I further consent to being discussed by any person so contracted and I waive all rights to bring any action for defamation, invasion of privacy or any similar cause of action against anyone contracted as a results of what he or she may say about me.

I understand that Woodmont Country Club is a drug-free workplace, and I may be required to undertake blood and/or urine screening as part of the pre-employment process, random testing for reasonable suspicion

UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OF SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.00.

I hereby acknowledge that I have read the above statements and understand the same.

Signature of Applicant

Date

AN EQUAL OPPORTUNITY EMPLOYER

Woodmont Country Club receives Applications and employs persons without regard to race, creed color, sex, religion, age, national origin, marital status, physical or mental handicap, disability, veteran's status and citizenship status, or any other protected category. The receipt of this application does not mean that job openings exist and does not obligate Woodmont in any way. We appreciate your interest in the Woodmont Country Club.

For Internal Use Only (to be completed by dept. head)

Hire Date: (HR will complete) _____

Position: _____

Department: _____

Employee Number: (Payroll will complete) _____

FLSA Status: Exempt (salaried, No OT pay)
 Non-Exempt (hourly, receives OT pay)

Base Pay: _____

Commissions: _____ % on _____
 _____ % on _____

Bonus Incentive: _____

Other: _____

Classification (check one) **Season** (check one)

<input type="checkbox"/> 30+ hours/week	<input type="checkbox"/> Year-round
<input type="checkbox"/> 20-29 hours/week	<input type="checkbox"/> Seasonal
<input type="checkbox"/> <20 hours/week	<input type="checkbox"/> Summer
	<input type="checkbox"/> Other (List dates): _____

Authorized to drive: Licensed Club vehicles? Yes No
 Non-licensed Club vehicles? Yes No

Department Head Signature: _____ Date _____

General Manager Signature: _____ Date _____

Human Resources Signature: _____ Date _____