

Charter Oak Country Club

Employment Application Form
Please mail completed application to:
PO Box 814, Hudson, MA 01749
978-562-0800
or fax application to:
978-562-0198

**PLEASE PRINT ALL
 INFORMATION
 REQUESTED EXCEPT
 SIGNATURE**

OFFICE USE ONLY:
 Date received: _____
 Reviewed by: _____

PLEASE COMPLETE ALL INFORMATION

DATE _____

Name _____
Last First Middle Maiden

Present address _____
Number Street City State Zip

How long at current address? _____ Email Address _____

Telephone (____) _____ Alternate Telephone (____) _____

Are you under age 18 ___YES___NO, if "YES", can you provide proof of your eligibility to work? ___YES___NO

Are you currently authorized to work in the United States? ___YES___NO. Proof of eligibility will be required if hired.

Position applied for _____
 (Be specific)

Wage desired _____

Days/hours available to work:
 Mon _____ Thu _____
 Tue _____ Fr _____
 Wed _____ Sat/Sun/Holiday _____

How many hours can you work weekly? _____

When are you available to start work? _____ If seasonal, last day available for work? _____

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College/Trade or				
Professional School				

Have you ever been convicted of a crime which is substantially related to the functions or qualifications of the job for which you are applying? No Yes (a Conviction record will not necessarily disqualify you from employment).

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed and type(s) of rehabilitation. _____

DO YOU HAVE A DRIVER'S LICENSE? Yes No

What is your means of transportation to work? _____

Driver's license number _____ State of issue _____ Expiration Date _____

References: Give the names of three persons not related to you, whom you have known at least one year

NAME	ADDRESS	TELEPHONE	YEARS AQUAINTED

Work Experience Please list your work experience for the **past seven years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name and Address of employer	Name of last supervisor	Employment dates From / To	Pay or salary
Phone number			
Reason for leaving (be specific)	Your last job title		

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. _____

Name and Address of employer	Name of last supervisor	Employment dates From / To	Pay or salary
Phone number			
Reason for leaving (be specific)	Your last job title		

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. _____

Name and Address of employer	Name of last supervisor	Employment dates From / To	Pay or salary
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Name and Address of employer	Name of last supervisor	Employment dates From / To	Pay or salary
Phone number			
Reason for leaving (be specific)	Your last job title		

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. _____

May we contact your present employer? Yes No

Did you complete this application yourself Yes No If not, who did? _____

IN CASE OF EMERGENCY NOTIFY:

Name _____ Address _____

Phone _____ Relationship _____

PLEASE READ CAREFULLY APPLICATION FORM WAIVER

As indication that you have read and understood each sentence,

Please write your initials in the spaces provided below.

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In exchange for the consideration of my job application by Charter Oak Country Club, (hereinafter called "the Company"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment,____ or to confer any right to remain an employee Charter Oak Country Club, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned,____ and that relationship cannot be altered except by a written instrument signed by the Owner/Managing Member of the Company.____ Both the undersigned and Charter Oak Country Club may end the employment relationship at any time, without specified notice or reason.____ If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.____

I authorize investigation of all statements contained in this application.____ I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice.____ I hereby give the Company permission to contact schools, all previous employers (unless otherwise indicated), references and others and hereby release the Company from any liability as a result of such contact.____

I further understand that my employment with the Company shall be probationary for a period of 120 days and further that at any time during the probationary period or thereafter, my employment relationship with the Company is terminable at will for any reason by either party.____

Signature of applicant _____ **Date:** _____

Charter Oak Country Club is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, gender, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with Charter Oak Country Club depends solely on your qualifications.



Thank you for completing this application form and for your interest in Charter Oak Country Club.