

# Charter Oak Country Club

**Employment Application Form**  
**Please mail completed application to:**  
**PO Box 814, Hudson, MA 01749**  
**978-562-0800**  
**or email application to:**  
**mgreene@charteroakcc.com**

**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 _____
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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. \_\_\_\_\_

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Phone number			
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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:** \_\_\_\_\_

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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.*