

# APPLICATION FOR EMPLOYMENT

Rolfe Golf Club

36 Grant St., Rolfe, IA 50581

712.848.3662

www.rolfegolfclub.com

email:rolfegolf@gmail.com

DATE \_\_\_\_\_

## APPLICANT INFORMATION

Applicant Name \_\_\_\_\_ Phone \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State & Zip \_\_\_\_\_

## EMPLOYMENT POSITIONS

Position(s) applying for \_\_\_\_\_

All Hours at the Rolfe Golf Club are considered Part Time - Seasonal

Position(s) applying for \_\_\_\_\_

What days and hours are you available for work? \_\_\_\_\_

If hired, on what date can you start working? \_\_\_ / \_\_\_ / \_\_\_

Can you work on the weekends? [ ] Y or [ ] N Can you work evenings? [ ] Y or [ ] N

## PERSONAL INFORMATION

Are you over the age of 18? [ ] Y or [ ] N

If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States? [ ] Y or [ ] N

Are you able to perform the essential functions of the job for which you are applying, either with / without reasonable accommodation? [ ] Y or [ ] N

If no, describe the functions that cannot be performed \_\_\_\_\_

Have you ever been convicted of a criminal offense (felony or misdemeanor)? [ ] Y or [ ] N

If yes, please describe the crime - state nature of the crime(s), when and where convicted and disposition of the case. \_\_\_\_\_

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

### *For Internal Use Only:*

Date Application Received \_\_\_\_\_ Received By \_\_\_\_\_

Interview Scheduled \_\_\_\_\_ Scheduled By \_\_\_\_\_

Applicant Hired \_\_\_\_\_ Starting Wage \_\_\_\_\_

Applicant SS # Upon Hire \_\_\_\_\_

**EDUCATION**

|                      | Name / Location | Graduate / Degree | Major / Area of Study |
|----------------------|-----------------|-------------------|-----------------------|
| High School          |                 |                   |                       |
| College              |                 |                   |                       |
| Specialized Training |                 |                   |                       |
| Other Education      |                 |                   |                       |

**PREVIOUS EXPERIENCE** *Please list beginning from most recent*

Dates Employed \_\_\_\_\_ Company Name \_\_\_\_\_

Location \_\_\_\_\_ Role/Title \_\_\_\_\_

Job notes, tasks performed: \_\_\_\_\_

Dates Employed \_\_\_\_\_ Company Name \_\_\_\_\_

Location \_\_\_\_\_ Role/Title \_\_\_\_\_

Job notes, tasks performed: \_\_\_\_\_

Dates Employed \_\_\_\_\_ Company Name \_\_\_\_\_

Location \_\_\_\_\_ Role/Title \_\_\_\_\_

Job notes, tasks performed: \_\_\_\_\_

**OTHER SKILLS / COMPUTER SKILLS** *Please include any skills and computer skills that you have.*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REFERENCES** *Please List 3 Personal References (no family members)*

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

I certify that all answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application or interviews may result in discharge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date