



Please Print
(Use Pen)

3001 Doubleton Dr
Stuart, FL 34997

A Drug Free Workplace
Pre-Employment Drug Screen Required

Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodations to the application and/or interview should contact a representative of the Human Resources Department.

Today's Date: _____

Position Applied For: _____ Salary Desired: _____

Referral source: Advertisement _____ Walk-in _____ Employee Name _____ Relative Y/N

Employment Agency _____ Government Agency _____ Other _____

Please answer all questions. Resumes are not accepted in lieu of completion of this application. Incomplete information could disqualify from employment

Last Name First Middle

Present Address City / State Zip Code

Email Address Telephone Number

Are you eligible to work in the U.S? ___ Yes ___ No

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.) ___ Yes ___ No

Have you ever been convicted of a crime other than a minor traffic violation? ___ Yes ___ No (A conviction will not necessarily disqualify you from employment). If yes, please give dates and explain _____

Have you ever been terminated from employment or asked to resign by an employer? ___ Yes ___ No

If yes, please provide company names and details _____

Are there any hours, shifts or days you cannot work? ___ Yes ___ No If yes, please explain: _____

Can you work overtime, including weekends? ___ Yes ___ No

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

Will you be employed only by Willoughby? ___ Yes ___ No If no, provide names of other employers _____

Type of employment desired ☐ Full-time ☐ Part-time ☐ Temporary ☐ Seasonal ☐ Educational Co-op

EDUCATIONAL DATA

SCHOOL	PRINT NAME / LOCATION	NO. OF YEARS ATTENDED	DEGREE RECEIVED	MAJOR COURSE OF STUDY
High School	_____			
College	_____			
Graduate School	_____			
Trade, Business, Night or Correspondence	_____			

EMPLOYMENT HISTORY Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration.* Please do not write see resume.

Employer Name / Address	<table border="1"> <tr> <th colspan="2">Dates employed</th> </tr> <tr> <td>From</td> <td>To</td> </tr> <tr> <td>/ /</td> <td>/ /</td> </tr> </table>	Dates employed		From	To	/ /	/ /	Summarize the nature of the work performed and your job responsibilities.
Dates employed								
From	To							
/ /	/ /							
Immediate Supervisor- Title-Phone #								
Reason for leaving								
May we contact for reference <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later								
Employer Name / Address	<table border="1"> <tr> <th colspan="2">Dates employed</th> </tr> <tr> <td>From</td> <td>To</td> </tr> <tr> <td>/ /</td> <td>/ /</td> </tr> </table>	Dates employed		From	To	/ /	/ /	Summarize the nature of the work performed and your job responsibilities.
Dates employed								
From	To							
/ /	/ /							
Immediate Supervisor- Title-Phone #								
Reason for leaving								
May we contact for reference <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later								
Employer Name / Address	<table border="1"> <tr> <th colspan="2">Dates employed</th> </tr> <tr> <td>From</td> <td>To</td> </tr> <tr> <td>/ /</td> <td>/ /</td> </tr> </table>	Dates employed		From	To	/ /	/ /	Summarize the nature of the work performed and your job responsibilities.
Dates employed								
From	To							
/ /	/ /							
Immediate Supervisor- Title-Phone #								
Reason for leaving								
May we contact for reference <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later								
Employer Name / Address	<table border="1"> <tr> <th colspan="2">Dates employed</th> </tr> <tr> <td>From</td> <td>To</td> </tr> <tr> <td>/ /</td> <td>/ /</td> </tr> </table>	Dates employed		From	To	/ /	/ /	Summarize the nature of the work performed and your job responsibilities.
Dates employed								
From	To							
/ /	/ /							
Immediate Supervisor- Title-Phone #								
Reason for leaving								
May we contact for reference <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later								

Comments (including explanation of any gaps in employment) _____

Skills and Qualifications: Summarize special skills and qualifications acquired from employment or other experiences that qualify you to work with our company.

Honors, special accomplishments, and publications, awards: Exclude information which would reveal sex, race, religion, national origin, age, color, disability, or other protected status.

List any foreign language(s) you know and check the boxes that describe your skill level

Language	Speak Some	Speak Fluently	Read	Write

Have you been employed at Willoughby Golf Club before? ☐ Yes ☐ No If yes, give date and position _____

Do you have any friends or relatives who work here? ☐ Yes ☐ No If Yes, Please list Names _____

Name: _____ Relationship _____

Name: _____ Relationship _____

CHARACTER REFERENCES

List three persons not related to you, whom you have known at least three years.

	Name	Email Address or Phone Number	Company/Occupation	Years Acquainted
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

List below any other information or remarks that you wish to have considered as part of your application for employment.

Please read carefully before signing.

Willoughby Golf Club is an equal opportunity employer. Willoughby Golf Club does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

I authorize Willoughby Golf Club to conduct pre-placement background check investigations of all matters contained in this application (and supporting documents provided) relating to my employment, and hereby give Willoughby Golf Club, permission to contact schools, present or former employers, division of motor vehicles, a consumer report that includes, but is not limited to, my creditworthiness or similar characteristics, employment and education, verifications, social security verification, criminal and civil history, personal interviews, DMV records, any other public records and any other information bearing on my credit standing, credit capacity, character, general reputation, personal characteristics and trustworthiness. I understand that, pursuant to the federal Fair Credit Reporting Act, Willoughby Golf Club, will provide me with a copy of any such report if the information contained in such report is, in any way, to be used in making a decision regarding my fitness for employment with Willoughby Golf Club, I further understand that such report will be made available to me prior to any such decision being made, along with the name and address of the reporting agency that produced the report

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Willoughby Golf Club to hire me. If I am hired, I understand that either Willoughby Golf Club or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Willoughby Golf Club has the authority to make any assurance to the contrary.

I understand that Willoughby Golf Club is a Drug Free Work Place. I understand that Willoughby Golf Club reserves the right, as permitted by law, to require any drug screening test, urinalysis, blood test, breathalyzer, or other procedures, of an applicant either prior to employment or at any time during employment and I hereby give consent to any such test or examination. I consent to the release of any such test or examination to Willoughby Golf Club. I agree to comply with all safety regulations, company policies and procedures, and local, state and federal laws pertaining to my employment.

I attest with my signature below that I have personally completed this application and all information provided is true and complete. No requested information has been concealed. I understand that misrepresentation or omission of facts submitted on this application, resume, interview process or other application material may prohibit consideration for employment and maybe cause for immediate dismissal at any time without notice.

Date _____ Applicant Signature _____

THIS APPLICATION IS VALID FOR 60 DAYS FROM THE DATE SIGNED ABOVE