

PARK COLONY CLUB

Application for Employment

(Please Print)

I. General Information

Date: _____ Social Security No.: _____

Name: _____
(Last) (First) (Middle)

Telephone No.: _____ Email Address: _____

Present Address _____ PCC _____ State _____ Zip Code _____

Position Desired: _____ Pay Desired: _____

If hired, can you provide the documents required to prove that you are legally able to work in the U.S.? Yes No

Please provide any special information we may need about your name or use of another name for us to be able to check your work record and otherwise verify the information given in this application. _____

If under 18, please state your age: _____

Have you filed an application here before? Yes No If yes, give date: _____

Have you ever been employed here before? Yes No If yes, give dates: _____

Are any of your relatives current members of the Park Colony Club?

Are you employed now? Yes No If so, may we contact your current employer? Yes No

On what date would you be available for work? _____

Please provide your: Driver's License Number _____

Have you ever been convicted of a crime or are there any felony charges pending against you? Yes No

If yes, please explain: _____

(A "yes" response does not automatically disqualify a job applicant from further consideration. Each situation is evaluated relative to the job being sought. Factors, such as the age and nature of the offense, and rehabilitation, will be taken into account.)

Can you perform all of the job functions of the position(s) for which you are applying, with or without a reasonable accommodation? **

Yes No

If you served in the U.S. Armed Forces, please indicate:

Branch of Service: _____ Rank at discharge: _____

Date of discharge: _____ Was your discharge "dishonorable"? Yes No

Describe your duties and any special training: _____

In case of an emergency, we should notify:

_____ Name Address Phone No.

II. References

Give the name of three persons, not related to you, whom you have known at least one year.

Name	Address & Phone Number	Employer & Title	Years Acquainted

III. Education

	Name & Location of School	Major Subject(s) Studied	Years Attended (for verification purposes only)	Graduated? (Yes or No)	Degree, Diploma or Certificate and Year Obtained
High School					
Technical Training					
College					
Other					

** The need for an accommodation does not necessarily bar employment. A determination will be made as to the effectiveness with which the accommodation will allow you to perform the essential functions of the positions and the hardship it would impose on the employer.

IV. Employment History

Start with present employment and work back. List all previous employment. *(Use separate sheet if necessary.)*

Dates (Month and Year)	Employer's Name, Address & Phone No.	Supervisor's Name & Title	Positions Held	Salary (Starting & Ending)
From:				
To:				
Reason for Leaving:				
From:				
To:				
Reason for Leaving:				
From:				
To:				
Reason for Leaving:				
From:				
To:				
Reason for Leaving:				
From:				
To:				
Reason for Leaving:				

May we contact the employers listed above? Yes No

If not, indicate which one(s) you do not wish us to contact: _____

V. Special Skills and Qualifications

Summarize any special skills and qualifications acquired from employment or other experiences, as well as how you believe they would be of value to the PCC. Also, please specify your knowledge of construction equipment, computers and software, which you believe may be of value to the PCC. If you have any apprenticeship training, licenses or certificates, please specify. If you know your typing speed, please indicate such.

Authorization and Understanding

I certify that information given in this Application and related documentation is true and complete without qualification. I understand that the Park Colony Club (PCC) may investigate my work and personal history and verify all data given on this Application, on related papers, and in interviews, and I authorize the PCC to do the same. This inquiry may include information as to my character, general reputation and personal characteristics, and I consent to the conduct of this inquiry and to the consideration of any statements of references or former employers that are given in response to the inquiry. I authorize all individuals, schools and employers named, except as specifically limited on this application, to provide information requested about me, and I release them from liability for damages in providing this information. I understand and acknowledge that the PCC is entitled to rely on the representations made by me in the hiring process, and therefore, I understand and acknowledge that any misrepresentation or omission of fact by me can result in immediate discharge if deemed appropriate by the PCC.

I also understand and acknowledge that, to the extent I am employed by the PCC in any position(s) not covered by collective bargaining, my employment and compensation will be at the will of the PCC, and can be terminated, with or without cause, and with or without notice, at any time at the option of either the PCC or myself.

I further understand and acknowledge that, as part of the hiring process and throughout my employment, if hired, I may be required to submit to medical/physical examinations (which may include tests for drugs and/or alcohol) at the PCC's discretion and expense to the extent permitted by law.

Applicant's Signature: _____ Dated: _____

Please Read

This application will be kept on file for one (1) year after its receipt. Should you wish to be considered after the expiration of this period, you must reapply.

The Park Colony Club is an equal opportunity employer and complies with all laws prohibiting discrimination on the basis of such factors as race, color, age, sex, national origin, religion, citizenship, handicap, height, weight and marital status. Under the State *Persons With Disabilities Act* and the *Federal Americans With Disabilities Act*, an employer has a legal obligation to accommodate an employee's or job applicant's disability unless the accommodation would impose an undue hardship on the employer. A person with a disability may allege a violation against an employer regarding a failure to accommodate his or her condition under Michigan law only if the person notifies the employer in writing of the need for accommodation within 182 days after the date the person knew or reasonably should have known that an accommodation was needed.

DO NOT WRITE BELOW THIS LINE

Interviewed by: _____ Date: _____

Remarks: _____

Hired: _____ Position: _____ Will Report: _____ Wage/Salary: _____

Approved by: _____ Date: _____