

## APPLICATION FOR EMPLOYMENT

By completing this application, you are seeking to join the Tempo Golf Club team. All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, medical condition, military/veteran status, genetic information, marital status, ethnicity, citizenship or immigration status or any other protected classification, in accordance with applicable federal, state, and local laws.

Equal access to programs, services, and employment is available to all qualified persons. Applicants requiring accommodation to complete the application and/or interview process should contact us directly.

Position(s) Applied for		Date of Application	
First Name	Middle Initial	Last Name	
Street Address			
City		State	Zip Code
Phone Number		Email Address	

### EMPLOYMENT EXPERIENCE

List present or previous employment in chronological order with current/most recent employer first.

Name of Employer	Supervisor's Name	May we contact?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Address			
Phone Number		Dates Employed (Month/Year)	
		From	To
Job Title and Duties		Reason for Leaving	

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		<input type="checkbox"/> Yes <input type="checkbox"/> No
Address		
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Name of Employer	Supervisor's Name	May we contact?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
Address		
Phone Number	Dates Employed (Month/Year)	
	From	To
Job Title and Duties	Reason for Leaving	

Have you ever been involuntarily terminated or asked to resign from any job?.....  No    Yes, please explain:

Explain any gaps in your employment history:

List any other experience, job related skills, additional languages, or other qualifications that you believe should be considered in evaluating your qualifications for employment.

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**EDUCATION**

Please describe your educational background in the table provided below.

	School Name	Area of Study/Major	Diploma/ Degree (Yes/No)	Year completed
High School/ GED				
Trade School				
College/ University				
Graduate/ Professional School				
Other				

**REFERENCES**

List three references who are not related to you.

Name and Title	Relationship	Phone Number and Email

**GENERAL INFORMATION**

1. Have you ever used another name?..... Yes  No

a. If yes, please explain information related to name changes, use of an assumed name, or nickname would help to check on your work and educational record:

\_\_\_\_\_

2. Have you ever worked for this company before?..... Yes  No

a. If yes, please give dates and position: \_\_\_\_\_

3. Do you have friends and/or relatives working for this company?..... Yes  No

a. If yes, name(s) and relationship(s): \_\_\_\_\_

4. Are you available to work?  Full-time  Part-time  Shift Work  Temporary

5. What date are you available to begin work? \_\_\_\_\_

6. Days/Hours available to work:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

a. Do you have specific concerns or requests with scheduling? *Note: While we can't promise a specific schedule, we do our best to accommodate employee's scheduling requests.*

\_\_\_\_\_

7. If hired, would you have a reliable means of transportation to and from work?..... Yes  No

8. Are you at least 18 years old? ..... Yes  No

a. Note: If under 18, hire is subject to verification that you are of minimum legal age.

9. If hired, can you present evidence of your identity and legal right to work in this country? .....  Yes  No

10. Are you able to perform the essential functions of the job? ...  Yes  Yes, with accommodations  No

a. We comply with the ADA and consider reasonable accommodation measures that may be necessary for qualified applicants/employees to perform essential job functions.

If you need reasonable accommodations, please describe below:

\_\_\_\_\_

## **APPLICANT STATEMENT AND AGREEMENT**

Please read and initial each paragraph below. If there is anything that you do not understand, please ask.

\_\_\_\_\_ I hereby authorize Tempo Golf Club (Tempo) to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the prior employers and references I have listed to disclose to Tempo any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Tempo, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_ In the event of my employment with Tempo, I understand that I am required to comply with all rules, policies, procedures, and regulations of Tempo.

\_\_\_\_\_ If hired, I understand and agree that my employment with Tempo is at-will, and that neither I, nor Tempo is required to continue the employment relationship for any specific term. I further understand that Tempo or I may terminate the employment relationship at any time, with or without cause, and with or without notice. I understand that the at-will status of my employment cannot be amended, modified, or altered in any way by any oral modifications.

\_\_\_\_\_ I understand that safety of employees and guests is extremely important to Tempo and that Tempo is committed to ensuring a safe working environment. I understand that I, and every employee, have a responsibility to prevent accidents and injuries by observing all safety procedures and guidelines and following the directions of my site supervisor. I understand and agree to comply with federal, state, and local regulations related to on-the-job safety and health.

\_\_\_\_\_ I hereby certify that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ I understand that if I am selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 Form in this regard.

\_\_\_\_\_ I understand that if any term, provision, or portion of this Agreement is declared void or unenforceable, it shall be severed and the remainder of this Agreement shall be enforceable.

**MY SIGNATURE BELOW ATTESTS I HAVE READ, UNDERSTAND, AND AGREE TO ALL OF THE STATEMENTS ABOVE.**

**Signature:** \_\_\_\_\_

**Name (print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**After completing this application, please email as an attachment to [info@tempogolfclub.com](mailto:info@tempogolfclub.com) or deliver in person to Tempo Golf Club at 10410 Arahova Drive, Suite C, Huntersville, NC 28078.**