



Date called for interview: _____
Date interviewed: _____
Pre-Employment Screening Started <input type="checkbox"/>
By: _____ Date: _____

OXBOW COUNTRY CLUB

APPLICATION FOR EMPLOYMENT

NAME:			Home Phone ()	
First	Middle	Last		
ADDRESS:			Cell Phone ()	
Street	City	State	Zip	

Other Names Used: _____

Referral Source: Advertisement Current Employee Current Member Facebook/Twitter
 oxbowcc.com Other _____

Days Available for Work (Please Circle): Monday Tuesday Wednesday Thursday Friday
 Saturday Sunday

Please Check All that Apply: Holidays Weekends Nights Days
 Date Available to start work: _____
 Would you be available to work overtime if necessary? Yes No

Positions Applying for: Full Time Part Time Seasonal Year Round
 1.) _____ 2.) _____
 Desired Salary: _____

Are you currently employed? Yes No
 May we contact your present employer? Yes No
 May we contact your previous employers? Yes No
Please indicate any exception and/or reason for not contacting _____

Have you previously applied for a position with the Oxbow Country Club? Yes No
 Have you ever been employed by the Oxbow Country Club? Yes No
 Do you have relatives currently employed by the Oxbow Country Club? Yes No
 If yes, give name and department _____

If hired, can you provide proof that you are eligible to legally work in the United States? Yes No
(You will be required to provide proof of your identity and authorization to work within 72 hours of employment)

Have you ever been convicted for a crime? Yes No

If yes, state nature of the crime(s), when and where convicted, and disposition of the case: *(The Oxbow Country Club will not deny employment to any applicant solely because the person has been convicted of a crime. The Oxbow Country Club however, may consider the nature, date and circumstances of the offense as well as whether the offense is relevant to the duties of the position applied for).* _____

Education:

	Name and Address	Did you graduate?	Degree/Diploma/Certificate	Major	# of Years Completed
High School					
College					
Graduate School					
Other Training					

Employment History:

Please complete the following, starting with your most recent or current employment. If you have provided a resume, you must still complete the requested data that is missing from the resume. Incomplete applications will not be processed.

Current or Previous Employer:			
Street Address:	City:	State:	Zip:
Telephone:			
Name and Title of Immediate Supervisor:			
Dates Employed: From (Mo/Yr)		To (Mo/Yr)	
Starting Salary:		Final Salary:	
Job Title and Description of Duties:			
Reason for Leaving:			

Previous Employer:			
Street Address:	City:	State:	Zip:
Telephone:			
Name and Title of Immediate Supervisor:			
Dates Employed: From (Mo/Yr)		To (Mo/Yr)	
Starting Salary:		Final Salary:	
Job Title and Description of Duties:			
Reason for Leaving:			

Previous Employer:			
Street Address:	City:	State:	Zip:
Telephone:			
Name and Title of Immediate Supervisor:			
Dates Employed: From (Mo/Yr)		To (Mo/Yr)	
Starting Salary:		Final Salary:	
Job Title and Description of Duties:			
Reason for Leaving:			

Professional Reference:

Name	Title	Company	Phone

Work Related Skills: *(List experience on computers, office equipment, software programs, organizational skills, foreign languages, etc.)* _____

PLEASE READ AND INITIAL EACH OF THE FOLLOWING STATEMENTS:

_____ I, the undersigned, do hereby certify that the information provided by me in my application for employment, resume, or verbal discussions relating to my consideration for employment are true and complete to the best of my knowledge.

_____ I understand and agree that any material misrepresentation or omission of a fact on my application and/or resume may result in refusal of employment, or if employed, termination of employment with the Oxbow Country Club.

_____ I authorize all persons, educational institutions, past and/or current employers and other organizations named in this application to provide the Oxbow Country Club with any relevant information that may be required to make an employment decision. Further, I release all parties and persons from any and all liability for any damages that may result in furnishing such information to the Oxbow Country Club as well as from the use and disclosure of such information by Oxbow Country Club or any of its agents, employees, or representatives. Also, I understand that any offer of employment at the Oxbow Country Club, if made, is contingent upon verifying references including employment as well as educational history, if applicable.

_____ I understand that the Oxbow Country Club is required by the Immigration Control and Reform Act to make this offer contingent upon my showing proof of the right to work in the U.S., within my first 3 days of employment. Proof includes original documents that show identity and right to work in the U.S. In addition to the requirements of the Immigration Control and Reform Act, I understand that the Oxbow Country Club has a policy as a condition of employment requiring the viewing and verification of my Social Security card.

_____ I understand that if employed by the Oxbow Country Club, such employment is for no specified term. Employment at the Oxbow Country Club is "at will" and can be terminated at any time by either party, with or without cause and with or without notice. I also understand and agree that no interviewer, employee, officer or other representative of the Oxbow Country Club, other than the General Manager, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing at-will employment. I understand that any such agreement must be in writing and signed by me and the General Manager of the Oxbow Country Club.

_____ I understand that if I am extended an offer of employment, and begin working at the Oxbow Country Club before my background check is completed, I may be released from employment at the Oxbow Country Club if the results of the background check are not satisfactory.

_____ I agree to protect the Oxbow Country Club's confidential information and not to disclose the Oxbow Country Club or member information to others.

Signature of Applicant _____

Date _____

Oxbow Country Club does not discriminate in hiring or employment on the basis of race, color, religion, national origin, age, sex, sexual orientation, gender, marital status, disability status or Vietnam or disabled veteran status, or any other federal and state protected class. No question on this application is intended to secure information to be used for such discrimination

Return Application to:
Oxbow Country Club
130 Oxbow Drive
Oxbow, ND 58047