





Raystown Golf Resort

Application for Employment

 **Location:** Raystown Golf Resort, 10506 Standing Stone Rd., Huntingdon, PA 16652

 **Phone:** (814) 386-8692

 **Contact Email:** raystowngolfresort@gmail.com

Prepared by: **Lowell Helfrick, General Manager**

Approved by: **Casey & Mercedes McGraw, Owners**



We are an Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age, or disability. Qualified disabled persons are encouraged to apply. It is our intent that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

Each of the following questions should be answered accurately and fully. We cannot proceed with processing this application until **ALL** of the questions have been answered. If additional space is needed, please use additional paper and attach it with the application when submitting. If completing with pencil or pen, please fill out **LEGIBLY**. Please be aware that none of the following questions are intended to imply illegal preferences or discrimination based upon non-job related information.

Section 1 - Personal Information

Name: _____ Birth Date: _____ Phone Number: _____

Current Address: _____

Email Address: _____

Are you 18 years of age or older? (Circle One) **Yes No** *(If hired, you may be required to submit proof of age.)*

Position you are applying for (be specific): _____

Have you applied here before? (Circle One) **Yes No**

If so, please provide date in which you applied previously: _____

Please circle which days and fill in which hours you are willing to work for each day of the week:

Sundays? **Yes No**

Anytime Specific Hours: _____

Thursdays? **Yes No**

Anytime Specific Hours: _____

Mondays? **Yes No**

Anytime Specific Hours: _____

Fridays? **Yes No**

Anytime Specific Hours: _____

Tuesdays? **Yes No**

Anytime Specific Hours: _____

Saturdays? **Yes No**

Anytime Specific Hours: _____

Wednesdays? **Yes No**

Anytime Specific Hours: _____

Have you ever been convicted of a felony? (Circle One) **Yes** **No**

(A "yes" answer does not automatically disqualify you from employment, the nature of the offense, date and the job for which you are applying will also be considered.)

If yes, please explain details: _____

Are you currently employed? (Circle One) **Yes** **No**

If yes, please provide employer/company name: _____

Have you ever been fired from a job or been asked to resign? (Circle One) **Yes** **No**

If yes, please explain details: _____

Section 2 - Education

Please provide a list of names and addresses of schools attended for each level of education. If none, write "N/A" for that section

High School or GED

Name: _____ Phone Number: _____

Dates Attended: _____

Address: _____

College or University

Name: _____ Phone Number: _____

Dates Attended: _____

Address: _____

Technical or Vocational

Name: _____ Phone Number: _____

Dates Attended: _____

Address: _____

Have you obtained any additional training that would relate to the job that may be used in the position that you are applying for? (Circle One) **Yes No**

If yes, please explain details: _____

Do you have any experience/training on operating machinery or equipment? (Circle One) **Yes No**

If yes, please explain: _____

Section 3 - Employment History

Please list the name of the employers in order beginning with current or most recent employer. Account for all periods of time to include any military service as well as periods of unemployment. If self-employed, please provide a firm name and supply any business references.

Company Name: _____ Phone Number: _____

Company Address: _____

Dates of Employment (MM/DD/YYYY)

Start: _____ End: _____

Supervisor's Name : _____ Supervisor's Phone Number : _____

Reason for Leaving: _____

Company Name: _____ Phone Number: _____

Company Address: _____

Dates of Employment (MM/DD/YYYY)

Start: _____ End: _____

Supervisor's Name : _____ Supervisor's Phone Number : _____

Reason for Leaving: _____

Company Name: _____ Phone Number: _____

Company Address: _____

Dates of Employment (MM/DD/YYYY)

Start: _____ End: _____

Supervisor's Name : _____ Supervisor's Phone Number : _____

Reason for Leaving: _____

Company Name: _____ Phone Number: _____

Company Address: _____

Dates of Employment (MM/DD/YYYY)

Start: _____ End: _____

Supervisor's Name : _____ Supervisor's Phone Number : _____

Reason for Leaving: _____

Company Name: _____ Phone Number: _____

Company Address: _____

Dates of Employment (MM/DD/YYYY)

Start: _____ End: _____

Supervisor's Name : _____ Supervisor's Phone Number : _____

Reason for Leaving: _____

Company Name: _____ Phone Number: _____

Company Address: _____

Dates of Employment (MM/DD/YYYY)

Start: _____ End: _____

Supervisor's Name : _____ Supervisor's Phone Number : _____

Reason for Leaving: _____

Section 4 - Professional References

Please provide a minimum of three references, excluding relatives and former employers.

Name: _____ Phone Number: _____

Relationship: _____

Name: _____ Phone Number: _____

Relationship: _____

Name: _____ Phone Number: _____

Relationship: _____

PLEASE READ CAREFULLY AND THOROUGHLY BEFORE SIGNING BELOW

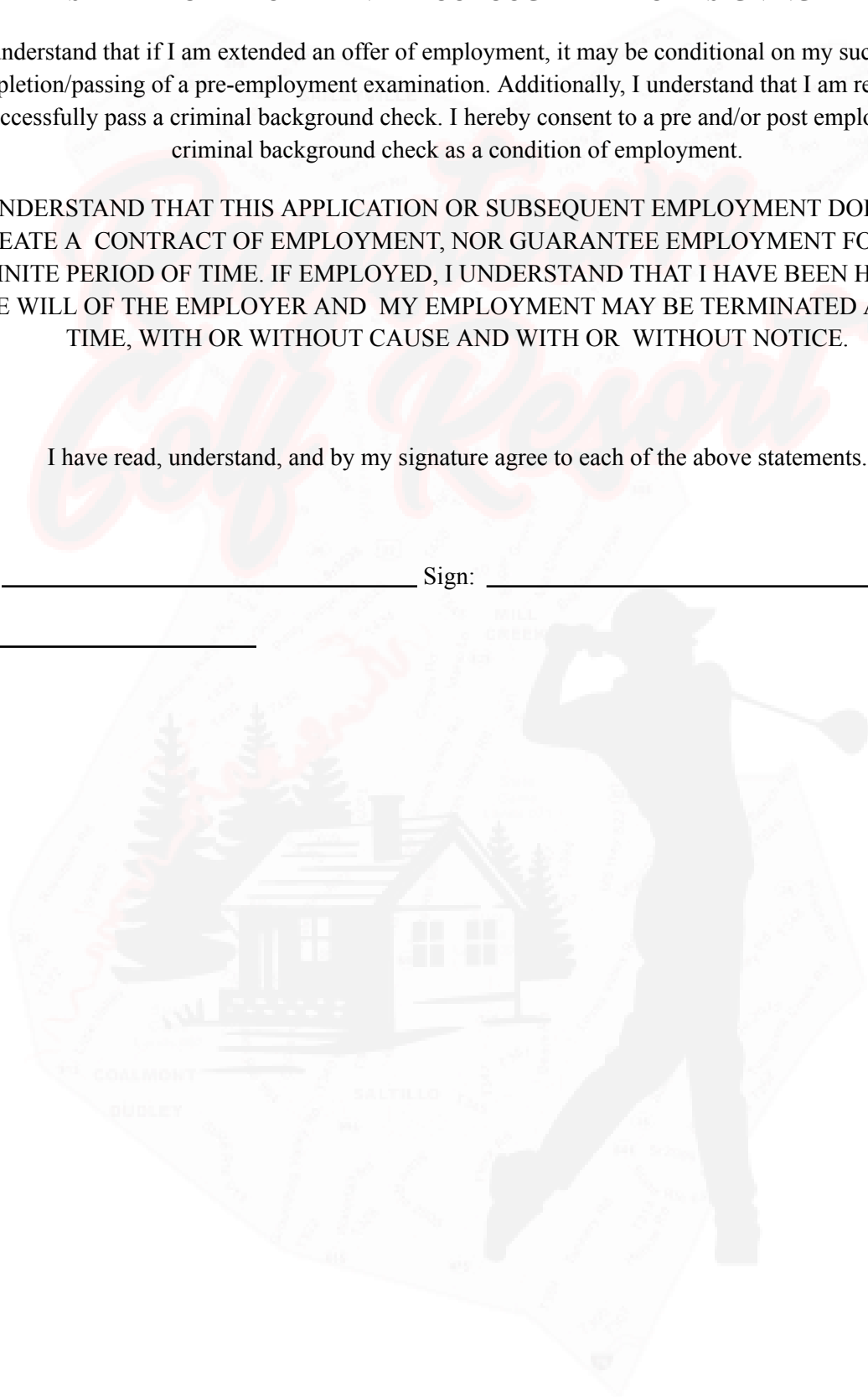
I understand that if I am extended an offer of employment, it may be conditional on my successful completion/passing of a pre-employment examination. Additionally, I understand that I am required to successfully pass a criminal background check. I hereby consent to a pre and/or post employment criminal background check as a condition of employment.

I UNDERSTAND THAT THIS APPLICATION OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT, NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.

I have read, understand, and by my signature agree to each of the above statements.

Print: _____ Sign: _____

Date: _____



Section 6 - Applicant's Certification and Agreement

Raystown Golf Resort is an equal opportunity employer. Raystown Golf Resort 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 understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Raystown Golf Resort to hire me. If I am hired, I understand that either Raystown Golf Resort 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 Raystown Golf Resort has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Raystown Golf Resort true and complete information on this application. No requested information has been concealed. I authorize Raystown Golf Resort to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

I have read, understand, and by my signature, agree to each of the above statements.

Print: _____ Sign: _____

Date: _____

THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE SIGNED/DATED ABOVE.