



## River Oaks Country Club Application for Employment

1600 River Oaks Blvd. Houston, Texas 77019

**River Oaks Country Club (the “Club”) is an equal employment opportunity employer. The Club does not discriminate in hiring or any other employment decision on the basis of race, color, sex, citizenship, national origin, ancestry, Vietnam era veteran status, age, physical or mental disability unrelated to the ability to perform the work required, or any other criteria prohibited by state or federal law. No question on this application is intended to secure information that will be used for any discriminatory purpose.**

**ONLY APPLICANTS CONSIDERED FOR A POSITION WILL BE CONTACTED.**

**Personal Data**

Last Name	First	Middle	Date
Street Address			Phone #
City	State	Zip	Alternate #
Position applying for			Email Address
Check type of employment desired: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary			Expected pay rate
Please indicate the days and hours you would be available to work. <input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday Hours Available: _____			
Have you been previously employed with this organization? If so, when?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you legally eligible for employment in the United States? If yes, are you prepared to present proper documentation if hired?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	When will you be available to begin work?
Some positions will require you to be 18 years of age or older. Are you at least 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No If you are not at least 18 years of age or older, please list your age _____.			

**Educational Background**

Name of School _____	Location _____
Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of college _____	Location _____
Course of study _____	Graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO    Degree _____    Date _____
Graduate School _____	Location _____    Graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO
Degree _____	
Other training or certifications that relate to the job for which you are applying: _____	

**References**

*Revised May 2012*

NAME TWO PEOPLE WHO HAVE KNOWN YOU AT LEAST TWO YEARS WHOM WE MAY CONTACT.  
 (Do not include relatives, former employers, or personnel of this Club.)

Name	Address	Occupation	# Years	Phone #

**Employment History** (Please list your most recent employer first)

Company Name	Telephone	Pay Rate (Hour/Week/Month/Year) Start Last
Name of Supervisor	Employed (Month/Year) From To	
State Job Title and Describe Your Work		Reason for Leaving
Company Name	Telephone	Pay Rate (Hour/Week/Month/Year) Start Last
Name of Supervisor	Employed (Month/Year) From To	
State Job Title and Describe Your Work		Reason for Leaving
Company Name	Telephone	Pay Rate (Hour/Week/Month/Year) Start Last
Name of Supervisor	Employed (Month/Year) From To	
State Job Title and Describe Your Work		Reason for Leaving
We may contact the employers listed above unless you indicate those you do not want us to contact them.	DO NOT CONTACT	
	Employer Number(s) Reason/s _____	

**General**

<p>Have you previously applied for employment with or worked for the Club?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>If yes: For what or in what position? _____</p> <p>If yes, on what date did you apply? _____</p> <p>If you worked for the Club, why did you leave your prior job with the Club? _____</p>
<p>How did you hear about the job for which you are applying?</p> <p>Do you have any friends or relatives working at this organization?    <input type="checkbox"/> Yes    <input type="checkbox"/> No    If yes, who? What relationship?</p>
<p>Have you have ever pled guilty to, pled no contest or nolo contendere, or been convicted of a criminal offense other than a minor traffic offense?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>

If yes, state the nature of the offense and disposition of the case. Include dates and places. (Note: A convictions or the existence of a criminal record does not constitute an automatic bar of employment, and the Club complies with all federal and state laws pertaining to consideration of a job applicant's criminal history):

\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT'S STATEMENT**

I certify that all information submitted by me on this application is true and complete, and I understand that if I provide any false information, omissions, or misrepresentations, my application may be rejected and if I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to conform to River Oaks Country Club's rules and regulations including, but not limited to, all safety and employment policies and procedures, and I agree and understand that my employment is "at-will," which means that either I or the Club, with or without cause, and with or without notice, may terminate my employment with the Club. I also understand and agree that the Club may change the terms and conditions of my employment, with or without cause and with or without notice, at any time.

I acknowledge that this application does not constitute an agreement or contract for employment for any specified period of definite duration. I understand that no Club representative, other than its General Manager, and then only when in a written legal contract signed by the General Manager, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

I understand that if I am given a conditional offer of employment, a criminal history background check and a substance abuse screen may be conducted on me as a part of the application process. I also understand and agree that the Club reserves the right to rescind my conditional job offer, or where applicable, deny access based on this information.

I understand it is the Club's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I understand that if I am hired, I will be required to provide proof of identity and legal work authorization within three (3) days of my start date.

I represent and warrant that I have read and fully understand the foregoing and seek employment with River Oaks Country Club under these conditions.

Applicant's Signature \_\_\_\_\_

Date of application \_\_\_\_\_

**Interview Results (to be completed by the interviewer)**

\_\_\_\_ Candidate does not meet the requirements for this position for the following reasons \_\_\_\_\_

\_\_\_\_ Other (not a bona fide applicant without interview, mailed application, left application with receptionist, or applied for a job not posted) \_\_\_\_\_

\_\_\_\_ Job offer was made? YES or NO If no, why? \_\_\_\_\_  
Applicant's response \_\_\_\_\_

Job offer made by: \_\_\_\_\_ Date \_\_\_\_\_

Position hired for \_\_\_\_\_

Interviewer Name Printed

Signature

Date