



**Innis Arden Golf Club**  
**120 Tomac Ave.**  
**Old Greenwich, CT 06870**  
**(203) 637-6900**

## **APPLICATION FOR EMPLOYMENT**

Innis Arden Golf Club is an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis prohibited by law.

Innis Arden Golf Club considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation or any other legally protected status.

Applicants who require a reasonable accommodation in the application process should ask the receptionist to call the Human Resources Administrator at 203-637-6984. Disclosure of the applicant's medical condition or history is not necessary for this purpose.

### **PERSONAL INFORMATION**

Please Print

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City State Zip Code

Telephone Number(s): \_\_\_\_\_  
Home Work Cell

Email Address: \_\_\_\_\_

Are you either a U.S. Citizen or an alien authorized to work in the United States? YES\_\_\_ NO\_\_\_

If your authorization to work in the United States is subject to expiration, when will it expire? \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of VISA or immigration status? YES\_\_\_ NO\_\_\_

If employment is offered, can you produce documentation required by law to establish work authorization and identity? YES\_\_\_ NO\_\_\_

Are you obligated under any agreement with prior or current employers which would restrict your ability to work in any way? YES\_\_\_ NO\_\_\_

If yes, explain and provide the source of the restriction, the duration of the restriction, activities restricted and the geographic area restricted: \_\_\_\_\_

## EMPLOYMENT DESIRED

Position(s) applied for: \_\_\_\_\_ Hourly Rate/Salary desired? \_\_\_\_\_

Are you available to work: Full time \_\_\_\_\_ Part-time \_\_\_\_\_

On what date would you be available to work? \_\_\_\_\_

Are you currently on "lay-off" status and subject to recall? YES\_\_\_ NO\_\_\_

Can you work overtime? YES\_\_\_ NO\_\_\_

Can you travel if your job requires it? YES\_\_\_ NO\_\_\_

Have you ever applied to this company before, or worked for this company before? YES\_\_\_ NO\_\_\_

If yes, under what name, dates of employment and department? \_\_\_\_\_

Do you have friends or relatives working here? YES\_\_\_ NO\_\_\_

If yes, list name and relationship to you: \_\_\_\_\_

Do you have friends or relatives who are members of the Innis Arden Golf Club? YES\_\_\_ NO\_\_\_

If yes, list name and relationship to you: \_\_\_\_\_

Have you ever been dismissed, involuntarily terminated or forced to resign from employment? If yes, please explain: YES\_\_\_ NO\_\_\_  
 \_\_\_\_\_

## EDUCATION

<i>Name and Address of School</i>	<i>Course of Study</i>	<i>Years Completed</i>	<i>Diploma/Degree</i>
Elementary & Middle School	N/A	1 2 3 4 5 6 7 8	N/A
High School	N/A	9 10 11 12	N/A
College	N/A	1 2 3 4	N/A
Graduate / Professional / Trade / Business	N/A		N/A

Scholastic Average at each University \_\_\_\_\_

Academic Scholarships/Awards \_\_\_\_\_

Branch of Military or Service \_\_\_\_\_ Rank at Discharge \_\_\_\_\_

Period of Active Duty: From \_\_\_\_\_ To \_\_\_\_\_

Describe any job-related training received in the United States Military or Naval Service. \_\_\_\_\_

Describe any specialized training, apprenticeship, computer skills and extra-curricular activities. \_\_\_\_\_

# EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. If you need additional space, please continue on back of application.

- 1. Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Address \_\_\_\_\_ Telephone Number(s) \_\_\_\_\_  
Job Title \_\_\_\_\_  
Duties / Accomplishments \_\_\_\_\_  
Supervisor (Name and Title) \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_
  
- 2. Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Address \_\_\_\_\_ Telephone Number(s) \_\_\_\_\_  
Job Title \_\_\_\_\_  
Duties / Accomplishments \_\_\_\_\_  
Supervisor (Name and Title) \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_
  
- 3. Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Address \_\_\_\_\_ Telephone Number(s) \_\_\_\_\_  
Job Title \_\_\_\_\_  
Duties / Accomplishments \_\_\_\_\_  
Supervisor (Name and Title) \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

# REFERENCES

Give the names of three persons not related to you whom you have known at least one year. In providing these names you are authorizing the organization to contact these individuals with respect to your application and holding Innis Arden Golf Club harmless for doing so or using the information they provide whether accurate or inaccurate.

	<i>Name</i>	<i>Address</i>	<i>Home Phone</i>	<i>Business Phone</i>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

State any additional information you feel may be helpful to us in considering your application.

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**AT-WILL EMPLOYMENT DISCLAIMER  
AND  
APPLICANT'S AGREEMENT AND CERTIFICATION**

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I certify that the answers given in this application are true to the best of my knowledge.

I understand that the use of this application form does not indicate that there are any positions open and does not in any way obligate Innis Arden Golf Club.

I understand that should I be granted an interview, no representations that may be made at the interview are to be construed as creating any obligation, promise or contract on behalf of Innis Arden Golf Club. **Further, in consideration of my employment, I agree to conform to the policies and procedures of Innis Arden Golf Club, as they may from time to time be implemented or revised, and that my employment and compensation can be terminated with or without cause, and with or without notice, at any time, for any lawful reason or for no reason at all at the option of either Innis Arden Golf Club or myself.**

It is further understood that this “**at-will**” employment relationship may not be changed by any written document or by conduct unless an officer of Innis Arden Golf Club specifically acknowledges such change in writing. I understand that no supervisory, management or any other employee at Innis Arden Golf Club has any authority to make a commitment of guaranteed or continuing employment to me, and no document or publication of this company should be interpreted to make such a guarantee.

I understand that false or misleading information given in my application, resumes, interview(s) or during the course of my employment may result in withdrawal of a job offer or discipline up to and including termination of employment, whenever the omission or falsehood is discovered.

I understand that acceptance for employment shall depend on satisfactory replies from my references and other background checks. In the event I receive a job offer, I also understand that I may be subject to a drug test and/or a medical examination that I must pass before I commence work.

I also understand that my employment is without contract and any terms of my employment including but not limited to my duties, compensation, benefits, job title, hours of work or any other term or condition may be modified or eliminated at the sole discretion of the Innis Arden Golf Club.

I have read, understood and agree to the foregoing.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**This Organization  
Participates in E-Verify**

**Esta Organización  
Participa en E-Verify**



This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment.

Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.

### **E-Verify Works for Everyone**

For more information on E-Verify, or if you believe that your employer has violated its E-Verify responsibilities, please contact DHS.

Este empleador participa en E-Verify y proporcionará al gobierno federal la información de su Formulario I-9 para confirmar que usted está autorizado para trabajar en los EE.UU..

Si E-Verify no puede confirmar que usted está autorizado para trabajar, este empleador está requerido a darle instrucciones por escrito y una oportunidad de contactar al Departamento de Seguridad Nacional (DHS) o a la Administración del Seguro Social (SSA) para que pueda empezar a resolver el problema antes de que el empleador pueda tomar cualquier acción en su contra, incluyendo la terminación de su empleo.

Los empleadores sólo pueden utilizar E-Verify una vez que usted haya aceptado una oferta de trabajo y completado el Formulario I-9.

### **E-Verify Funciona Para Todos**

Para más información sobre E-Verify, o si usted cree que su empleador ha violado sus responsabilidades de E-Verify, por favor contacte a DHS.

**888-897-7781**

**dhs.gov/e-verify**



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English / Spanish Poster

# IF YOU HAVE THE RIGHT TO WORK



## DON'T LET ANYONE TAKE IT AWAY

If you have the skills, experience, and legal right to work, your citizenship or immigration status shouldn't get in the way. Neither should the place you were born or another aspect of your national origin. A part of U.S. immigration laws protects legally-authorized workers from discrimination based on their citizenship status and national origin. You can read this law at [8 U.S.C. § 1324b](#).

**The [Immigrant and Employee Rights Section \(IER\)](#) may be able to help if an employer treats you unfairly in violation of this law.**

The law that IER enforces is 8 U.S.C. § 1324b. The regulations for this law are at 28 C.F.R. Part 44.

Call IER if an employer:

Does not hire you or fires you because of your national origin or citizenship status (this may violate a part of the law at 8 U.S.C. § 1324b(a)(1))

Treats you unfairly while checking your right to work in the U.S., including while completing the [Form I-9](#) or using [E-Verify](#) (this may violate the law at 8 U.S.C. § 1324b(a)(1) or (a)(6))

Retaliates against you because you are speaking up for your right to work as protected by this law (the law prohibits retaliation at 8 U.S.C. § 1324b(a)(5))

The law can be complicated. Call IER to get more information on protections from discrimination based on citizenship status and national origin.

**Immigrant and Employee Rights Section (IER)**

**1-800-255-7688**

**TTY 1-800-237-2515**

[www.justice.gov/ier](http://www.justice.gov/ier)

[IER@usdoj.gov](mailto:IER@usdoj.gov)



U.S. Department of Justice, Civil Rights Division, Immigrant and Employee Rights Section, January 2019



*This guidance document is not intended to be a final agency action, has no legally binding effect, and has no force or effect of law. The document may be rescinded or modified at the Department's discretion, in accordance with applicable laws. The Department's guidance documents, including this guidance, do not establish legally enforceable responsibilities beyond what is required by the terms of the applicable statutes, regulations, or binding judicial precedent. For more information, see "Memorandum for All Components: Prohibition of Improper Guidance Documents," from Attorney General Jefferson B. Sessions III, November 16, 2017.*

# SI USTED TIENE DERECHO A TRABAJAR, no deje que nadie se lo quite.



**Si usted tiene el derecho a trabajar legalmente en los Estados Unidos, existen leyes que lo protegen contra la discriminación en el trabajo.**

**Usted debe saber que:**

- En la mayoría de los casos, los empleadores no pueden negarle un empleo o despedirlo debido a su país de origen o estatus migratorio, o negarse a aceptar sus documentos válidos y legales.
- Los empleadores no pueden rechazar documentos por que tienen una fecha de vencimiento futura.

- Los empleadores no pueden despedirlo debido a E-Verify, sin darle una oportunidad de resolver el problema.

- En la mayoría de los casos, los empleadores no pueden exigir que usted sea ciudadano estadounidense o residente legal permanente.

Si usted se ha encontrado en alguna de estas situaciones, contacte a la Oficina del Consejero Especial (OSC).

Para ayuda en su propio idioma:

Teléfono: 1-800-255-7688 o  
202-616-5594

Para las personas con discapacidad  
auditiva:

TTY 1-800-237-2515 o  
202-616-5525

E-mail: [oscert@usdoj.gov](mailto:oscert@usdoj.gov)

O escriba a:

U.S. Department of Justice - CRT  
Office of Special Counsel- NYA  
950 Pennsylvania Avenue, NW  
Washington, DC 20530

Departamento de Justicia de EE.UU.  
División de Derechos Civiles

Oficina del Consejero Especial Para  
Prácticas Injustas en el Empleo  
Relacionadas a Inmigración



[www.justice.gov/crt/about/osc](http://www.justice.gov/crt/about/osc)