



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: _____

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.

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

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