Employment Application

Cherokee Metropolitan District
Cherokee Ridge Golf Course

EQUAL OPPORTUNITY EMPLOYER

The Cherokee Metropolitan District and Cherokee Ridge Golf Course do not discriminate on the basis of race, religion, national origin, color, sex, age or handicap in our hiring practices. It is our intention all applicants be given equal opportunity and that selection decisions are based upon job-related factors.

INSTRUCTIONS

Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Please use the back page of the application or a blank sheet of paper if you are unable to answer in the space provided. Please legibly print all answers, except for signature on the back of the application. All information provided will be held in strict confidence.

JOB INFORMATION

Today's Date: _____ Position Applying For: _____

Location: ☐ Cherokee Metropolitan District ☐ Cherokee Ridge Golf Course

Employment Type: ☐ Full-Time ☐ Part-Time ☐ Temporary/Summer

When are you available for employment? _____

How did you hear about this position? _____

All applicants offered employment must provide documentation that establishes their identity and employment eligibility for authorization to work in the United States.

Do you have the legal right to work in the United States? Yes ☐ No ☐

Are you 18 years of age or older? *(For positions with a minimum age requirement)* Yes ☐ No ☐

PERSONAL INFORMATION

Last Name _____ First Name _____ Middle Name _____

Home Phone # _____ Cell Phone # _____ E-mail Address _____

Current Address _____ City _____ State _____ Zip Code _____

Permanent Address *(if different than Current)* _____ City _____ State _____ Zip Code _____

GENERAL INFORMATION

Have you ever been convicted of a crime? Yes ☐ No ☐

If yes, please provide details in the space provided, including: dates, charges and disposition.

_____

_____

Have you missed any work in the last year? Yes ☐ No ☐ If so, how much? _

Were you ever employed with the Cherokee Metropolitan District or Cherokee Ridge Golf Course? Yes ☐ No ☐
If yes, please list dates, location and supervisor:

_____

Have you previously applied for employment here? Yes ☐ No ☐

Our policy does not permit relatives to be employed in a direct or indirect supervisory relationship, to ensure compliance, please answer the following question(s).

Do you have any relatives who are current employees of the
Cherokee Metropolitan District or Cherokee Ridge Golf Course? Yes ☐ No ☐

If yes, please list name, relationship to you, job title and location:

_____

DRIVER'S LICENSE INFORMATION

Number: _____ State: _____ Class: _____ Expiration: _____

COMMERCIAL DRIVER'S LICENSE (If applicable)

Number: _____ State: _____ Class: _____ Expiration: _____

Please list all accidents and traffic convictions within the last three years in the space provided:

_____

_____

_____

EDUCATION

Did you graduate from high school or do you have a G.E.D.? Yes ☐ No ☐

High School Name: _____

High School Location: _____

COLLEGE

Name	Field of Study	Credit Hours	Degree/Diploma
			Yes ☐ No ☐
			Yes ☐ No ☐
			Yes ☐ No ☐

ADDITIONAL TRAINING (Please list any licenses, professional registrations, certifications or memberships)

_____

_____

_____

COMPUTER SKILLS (Please indicate any computer skills with which you are proficient)

☐ PC User ☐ Windows ☐ Microsoft Word ☐ Microsoft Excel ☐ Microsoft PowerPoint

☐ Microsoft Access ☐ Microsoft Publisher ☐ Internet ☐ E-Mail ☐ Web Page Design

☐ Other – please list: _____

Are you 10-key proficient? ☐ Yes ☐ No Do you type? ☐ Yes ☐ No WPM: _

SPECIAL SKILLS

Please list any business/office equipment or machinery you are a skilled operator of:

Please list any plant machines or equipment you are a skilled operator of:

EMPLOYMENT HISTORY (Please list your last four positions, if applicable, starting with the most recent)

EMPLOYER 1:

Employer: Address:		Name of Supervisor:	Employment Dates: From:
City, State, Zip Code:			To:
Phone Number:		Reason for Leaving:	
Job Title:			
Duties:			

May we contact this employer if you are considered for the position? Yes ☐ No ☐

EMPLOYER 2:

Employer: Address:		Name of Supervisor:	Employment Dates: From:
City, State, Zip Code:			To:
Phone Number:		Reason for Leaving:	
Job Title:			
Duties:			

May we contact this employer if you are considered for the position? Yes ☐ No ☐

EMPLOYER 3:

Employer: Address:		Name of Supervisor:	Employment Dates: From:
City, State, Zip Code:			To:
Phone Number:		Reason for Leaving:	
Job Title:			
Duties:			

May we contact this employer if you are considered for the position? Yes ☐ No ☐

EMPLOYER 4:

Employer: Address:		Name of Supervisor:	Employment Dates: From:
City, State, Zip Code:			To:
Phone Number:		Reason for Leaving:	
Job Title:			
Duties:			

May we contact this employer if you are considered for the position? Yes ☐ No ☐

MILITARY (Please list any skills or competencies acquired through military service applicable to this position)

Branch of Service:		Active Duty From:	
		To:	
Service Duties:			

REFERENCES (Please provide contact information for three references other than relatives or former employers)

Name	Phone Number	Relationship

CONSENT, WAIVER AND DISCLOSURE (Please carefully read each statement and sign where indicated)

AT-WILL EMPLOYER

The submittal of this application or agreement to an interview is neither a binding contract nor a guarantee of future benefits from the Cherokee Metropolitan District or Cherokee Ridge Golf Course. I understand and agree, if hired, my employment will be considered at-will, and may be terminated, with or without cause, at any time by either myself or the employer.

CERTIFICATION OF TRUTH AND ACCURACY

I certify that all information provided herein is true and complete to the best of my knowledge. I understand that omissions, misstatements and/or falsifications shall be cause for denial of eligibility for employment with the Cherokee Metropolitan District/Cherokee Ridge Golf Course or termination of employment if employed.

PRE-EMPLOYMENT SCREENING

I understand any employment offer is contingent upon successful completion of a pre-employment drug/alcohol test, review of work references and background check results.

DRIVING RECORD

I understand specific positions with the Cherokee Metropolitan District/Cherokee Ridge Golf Course may require evidence of an acceptable driving record; furthermore, all employees performing safety-sensitive functions are subject to random drug and alcohol testing in compliance with Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) Part 382.

EMPLOYMENT ELIGIBILITY

If employed, I agree to provide proof of identity, relevant licensure or credentials, and my authorization to work in the United States.

_____ _____

Signature Date

OFFICE USE ONLY

Job Classification/Title:		Notes:
Date Employed:		
Starting Wage/Salary:		

Application information checked by: Name: Date:

ADDITIONAL SPACE *(For applicant)*