



Manor Country Club

14901 Carrolton Road
Rockville, MD 20853

Date of Application: _____

Position applying for _____

Personal Information

Name _____
Last First Middle Maiden

Address _____
Number, Street Apt. # City State Zip Code

Email _____

Home Telephone (____) _____ Alternate Telephone (____) _____ Mobile ____ Work

Are you at least 18 years old? __ Yes __ No * If no, employment is subject to verification that you are of minimum legal age.

How did you hear about this opening at Manor Country Club?

__ Advertisement (where) _____

__ Employee (who) _____

__ Walk-In

__ Other (explain) _____

Have you filed an application here before? __ Yes __ No

If Yes, when? _____

Have you ever been employed by Manor Country Club? __ Yes __ No

If Yes, when? _____

Do you have any relatives currently employed by this company? __ Yes __ No

If Yes, who? _____

Are you or a member of your family a member of Manor Country Club? __ Yes __ No

Are you eligible to work in the United States? __ Yes __ No (Proof of eligibility to work in the United States will be required upon employment.)

Whom should we contact in case of an emergency?

Name _____ Relationship _____

Telephone-Day (____) _____ Evening (____) _____

Are you able to perform the essential functions of the job for which you are applying, with or without reasonable accommodation?

__ Yes __ No

Employment Experience

PLEASE NOTE: Your application will not be considered unless all questions in this section are answered. Since we will make every effort to contact previous employers, correct telephone numbers are essential. Use a telephone directory or call information if necessary. Please list previous employers, dating back at least 10 years. Attach an additional sheet of paper, if necessary.

Present or Most Recent Employer

Are you presently working for this employer? __Yes __No

If yes, may we contact? __Yes __No

Employer Name _____ Phone(____) _____

Location (city & state) _____

Supervisor's Name _____

Dates Employed - From _____ To _____ Position _____

Duties _____

Reason for leaving _____

Previous Employer

Employer Name _____ Phone(____) _____

Location (city & state) _____

Supervisor's Name _____

Dates Employed - From _____ To _____ Position _____

Duties _____

Reason for leaving _____

Previous Employer

Name _____ Phone(____) _____

Location (city & state) _____

Supervisor's Name _____

Dates Employed - From _____ To _____ Position _____

Duties _____

Reason for leaving _____

Please explain any periods of time NOT accounted for above: _____

References: (do not list relatives or former employers)

| Name/ Occupation | Address | Phone |
|------------------|---------|-------|
| | | |
| | | |
| | | |

Availability:

On what date would you be able to begin work? _____

Approximately how many hours are you available to work per week? __1-19 __20-29 __30-40

When are you available?

__Year-Round OR __Seasonal Only (explain _____)

Please indicate the times you are able to work each day:

| Day | Earliest Time | Latest Time |
|-----------|---------------|-------------|
| Monday | | |
| Tuesday | | |
| Wednesday | | |
| Thursday | | |
| Friday | | |
| Saturday | | |
| Sunday | | |

Education & Training

Please circle the highest year of school completed:

| | | | |
|-------------------|-------------|--------------------|------------------|
| Elementary/Middle | High School | College/University | Trade/Vocational |
| 6 7 8 | 9 10 11 12 | 1 2 3 4 4+ | 1 2 3 4 4+ |

Please list all high schools, colleges/universities, and trade schools attended:

| School or Institution Name | City/State | Degree or Certificate |
|----------------------------|------------|-----------------------|
| | | |
| | | |
| | | |

Describe any other specialized training: _____

List any extra-curricular activities or hobbies: _____

Please read carefully and sign where indicated.

This application is valid for sixty (60) days. If after this time I have not heard from the Club and still wish to be considered for employment, it will be necessary for me to complete a new application.

Inspection of Property Consent

The Club reserves the right to search any areas on Club premises or property owned by the Club at any time, including but NOT limited to, lockers, desks, and Club vehicles. Refusal to submit to or cooperate in such searches is a violation of Club rules and may result in termination of employment.

Applicant’s Statements:

I understand that if I drive a Club vehicle, maintaining an acceptable Motor Vehicle Report is a condition of employment. Failure to maintain an acceptable Motor Vehicle Report is grounds for termination of employment.

I understand that any employment I might be offered by the Club is at-will and either I or the Club can terminate that employment at any time or the Club can terminate that employment at any time with or without notice for any or no reason, and that no agreement to the contrary will be recognized by the Club unless made in writing and signed by the President of the Club.

I understand that any false statements or misleading omissions made by me in connection with my application, my resume or in responding to requests for information can be sufficient grounds for my rejection as a candidate for employment or if hired, for my immediate discharge.

I understand that none of the Club’s practices or policies are to be construed as imposing any binding contractual obligations on the Club, and that they are subject to change or deletion at any time.

I authorize all persons, schools, companies, corporations, and law enforcement agencies to release such information without restrictions or qualification to the Club or its authorized agent. I hereby release the Club, its officers, agents, employees and members from seeking, gathering and using such information and all the persons, corporations or organizations for finding such information relating thereto. I further consent to being discussed by any person so contracted and I waive all rights to bring any action for defamation, invasion of privacy or any similar cause of action against anyone contracted as a results of what he or she may say about me.

I understand that Manor Country Club is a drug-free workplace, and I may be required to undertake blood and/or urine screening as part of the preemployment process, random testing, and for reasonable suspicion.

UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OF SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.00.

I hereby acknowledge that I have read the above statements and understand the same.

Signature of Applicant

Date