

Cavalier Golf and Yacht Club
1052 Cardinal Road Virginia Beach VA 23451
Application for Employment

Date of application _____

In what position(s) are you interested? _____

Personal Information

Name _____
Last First Middle Maiden

Address _____
Number Street Apt. # City State Zip Code

Cell Number (____) _____

Alternate Telephone (____) _____

Email _____

Social Security Number _____

Are you at least 16 years old? yes ___ no ___ Date of birth* _____

How did you hear about this opening at The Cavalier Golf and Yacht Club?

Advertisement (where? _____)

Employee (who? _____)

Walk-In _____

Have you filed an application here before? yes ___ no ___

If yes, when? _____

Have you ever been employed by The Cavalier Golf and Yacht Club? yes ___ no ___

If yes, when? _____

Do you have any relatives currently employed by this company? yes ___ no ___

If yes, who? _____

Are you eligible to work in the United States? yes ___ no ___

(Proof of citizenship or immigration status will be required upon employment.)

Whom should we contact in case of an emergency?

Name _____ Relationship _____

Telephone—Day (____) _____

Evening (____) _____

Have you been convicted of a felony within the last 7 years? yes ___ no ___

(Conviction will not necessarily disqualify you from employment.)

If yes, please explain _____

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 all previous employers, dating back at least 10 years (if applicable). 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__

Name of Business _____ Phone _____

Location (city & state)_____

Supervisor's Name _____

Dates Employed - From _____ To _____ Position _____

Rate of Pay - Starting _____ Ending _____

Duties _____

Reason for leaving _____

Previous Employer

Name of Business _____ Phone _____

Location (city & state)_____

Supervisor's Name _____

Dates Employed - From _____ To _____ Position _____

Rate of Pay - Starting _____ Ending _____

Duties _____

Reason for leaving _____

Previous Employer

Name of Business _____ Phone _____

Location (city & state)_____

Supervisor's Name _____

Dates Employed - From _____ To _____ Position _____

Rate of Pay - Starting _____ Ending _____

Duties _____

Reason for leaving _____

Please explain any periods of time not accounted for above:

Availability

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

Signature of Applicant _____ Date

For Internal Use Only (to be completed by hiring manager)

Hire Date (HR will complete) _____

Position _____

Department Code _____

FLSA Status: Exempt (salaried, no OT pay) Non-Exempt (hourly, receives OT pay)

Base Pay _____

Gratuity Pool _____ share value

Commissions _____ % on _____

Year-End Incentive _____

Other _____

Classification (check one)

Season (check one)

30+ hours/week

Year-round

20-29 hours/week

Seasonal

<20 hours/week

Summer

Other (List dates _____)

Authorized to drive: Licensed Club vehicles? Yes__ no__

Non-licensed Club vehicles? yes __no__

Hiring Manager Signature _____ Date _____

Department Director Signature _____ Date _____