

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 _____

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? _____

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
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Describe any other specialized training: _____

List any extra-curricular activities or hobbies: _____

Inspection of Property Consent

The Club reserves the right to search any areas on Club premises 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.

Motor Vehicle Reports Consent

I understand that if I drive a Club vehicle or valet a member’s 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 agree to provide a copy of my current DMV driving record upon request.

Applicant’s Statement

I understand that this application will be given every consideration, but its receipt does not imply that I will be employed. In the event of my employment with the Club, I will comply with all rules and regulations as set forth in its policy handbook or other communications distributed to all employees. Further, I understand that regardless of the date of payment of my wages or salary, my employment can be terminated at any time without notice or cause. I understand that this application is not a contract of employment.

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if I am employed, falsified statements on this application shall be considered sufficient cause for dismissal.

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

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 _____