

Moraga Country Club HOA
Equal Opportunity Employer



Date _____/_____/_____.

Application for Employment

Applicants will receive consideration without regards to race, creed, color, Sex, age, religion, national origin, disability which can be reasonably accommodated without undue hardships, or membership in any protected class as defined by federal and state law. Please advise us if any accommodations are required to assist you in the application process.

(This application must be completed by the person applying for employment. Please print all responses.)

Screening tests for illegal drugs and a criminal background check may be required as a condition of employment.

Employees will be required to adhere to dress code and grooming standards.

Position Applied for (you must list a specific position)

Email Address

Have you ever been employed by Moraga Country Club before?
If yes, please give dates, position, location and reason (s) for leaving

Yes No

Last Name	First	Middle	Daytime Phone #
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Street Address City, State, Zip

If you have lived at the above address for less than (3) years,

Please list previous addresses below

Street Address, City, State, Zip

Street Address, City, State, Zip

Age: Are you at Least 18 years old? Yes No

Social Security Number:

In order to verify your work and educational records, have there been any changes in name or assumed name that you previously used?

Yes No

If yes, names _____

Do you have any friends or relatives working with Moraga Country Club?

Yes No

If yes, names _____

Relationship _____ Where do they work? _____ What position do they hold? _____

AUTHORIZATION TO WORK

Are you legally eligible to work in the United States?
Proof of work authorization will be required.

Yes No

CONVICTION RECORD

Have you ever been convicted, sentenced, or placed on probation for violating any criminal law, or have you ever pled guilty or agreed to a deferred adjudication? If so list and state a brief explanation of those that have not been sealed, expunged, statutorily eradicated, or otherwise cleared from your record. Please include the nature of the conviction or probation, the relevant dates, the parole probation officers name and telephone number and your current status. A conviction record will not necessarily bar you from employment factors such as age and time of the offense, seriousness, and nature of the violations, and rehabilitation will be taken into account.

State details and dates:

Check here if you have NO convictions.

Date _____/_____/_____.

WORK EXPERIENCE

Please list the names of your present or previous employers in chronological order. Be sure to account for all periods of time including military service or any time of unemployment. Attach addition sheets if needed.

Present or Last Employer Name/ Address	Dates Employed (Mo./yr.) From To	Your title or Position		Reason for Leaving
		Starting Pay	Final Pay	
_____		_____	_____	
_____		_____	_____	
_____		_____	_____	
_____		_____	_____	

Present or Last Employer Name/ Address	Dates Employed (Mo./yr.) From To	Your title or Position		Reason for Leaving
		Starting Pay	Final Pay	
_____		_____	_____	
_____		_____	_____	
_____		_____	_____	
_____		_____	_____	

Present or Last Employer Name/ Address	Dates Employed (Mo./yr.) From To	Your title or Position		Reason for Leaving
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_____		_____	_____	
_____		_____	_____	
_____		_____	_____	
_____		_____	_____	

Present or Last Employer Name/ Address	Dates Employed (Mo./yr.) From To	Your title or Position		Reason for Leaving
		Starting Pay	Final Pay	
_____		_____	_____	
_____		_____	_____	
_____		_____	_____	
_____		_____	_____	

Have you ever been terminated or asked to resign from any job? Yes No If yes, please explain
Circumstances and list which job: _____

Please explain any gaps in your employment history: _____

May we Contact your present employer? Yes No

Date _____ / _____ / _____

WORK AVAILABILITY

Are you available for full time work? Yes No

Will you work overtime if asked? Yes No

When will you be available to being work? _____

Circle the times during each day you would be available for work (N/A = not available to work on that day):

Monday AM PM N/A
Friday AM PM N/A

Tuesday AM PM N/A
Saturday AM PM N/A

Wednesday AM PM N/A
Sunday AM PM N/A

Thursday AM PM N/A

AM = 5:00 am - 6:00 pm

PM = 6:00 pm - 12:00 am

PREVIOUS EXPERIENCE

Please indicate any experience you have which you feel is relevant to the position you are applying for: _____

School Name	Years Completed	Diploma/Degree	Course of Study/ Major	Special Training, Extra-Curricular Activities
High school	9 10 11 12			
College / University	1 2 3 4			
Graduate / Professional	1 2 3 4			
Trade or Correspondence				
Other				

OTHER SPECIAL TRAINING, SKILLS, EDUCATION OR CERTIFICATES

Exclude those that could indicate race, creed, color, sex, age, religion, national origin or disability

MILITARY SERVICE

Have you ever served in the Military? Yes No

If yes, in which branch did you serve? _____

Please describe any work experience or skills gained in the military that are relevant to the job being applied for: _____

Date _____ / _____ / _____.

PERSONAL / BUSINESS REFERENCES

Please list two personal and two business references - not relatives

Name	Occupation	Address (Street, City, State and Zip)	Telephone #	# of years known

DRIVING INFORMATION (complete this section if you expect to be using a motor vehicle for any business)

Do you have a current Drivers License? Yes No

State: _____

Has your driver's license ever been suspended or revoked? Yes No
If yes, please explain the circumstances: _____

YOU WILL BE REQUIRED TO SHOW PROOF OF INSURANCE IF ACCEPTING CERTAIN POSITIONS WHICH REQUIRE DRIVING ON BEHALF OF MORAGA COUNTRY CLUB

Have you ever been convicted or found guilty of driving under the influence (DUI) or driving while intoxicated (DWI)?
 Yes No

Please List all moving violations in the last five (5) years

Offense	Date	Location	Offense	Date	Location
Offense	Date	Location	Offense	Date	Location

I hereby affirm that the information provided on this application (and accompanying resume, if any) or during an interview is true and complete to the best of my knowledge. I understand that any misrepresentation, falsification or omission may disqualify me from further consideration for employment, will rescind any job offer or will require immediate dismissal if discovered at a later date.

I hereby agree to submit to drug screens and any job-related tests as a condition of employment and/or continued employment as appropriate and allowed under applicable state law, and understand that refusal to submit to such testing may result in Moraga Country Club's refusal to employ me or disciplinary action, up to and including termination. I also agree that, if hired, I will comply with all Moraga Country Club policies and procedures, including all dress code and personal grooming policies.

I further authorize Moraga country Club to make inquires of any information reporting agency concerning my employment history and qualifications, including any reported incidents of employment dishonestly, theft or other employment related acts of dishonesty, as well as check of my criminal conviction record. I authorize any employer where such an act occurred and the information reporting agency, to issue such report(s) to Moraga Country Club. I understand and agree that my employment and /or retention may be determined, in whole or in part, based on the report(s) issued to Moraga Country Club by any information reporting agency.

I understand that this application is valid only for 90 days and that I will reapply at that time if I am still interested in employment. I also understand that if I am hired, my employment is for no fixed duration. Either Moraga Country Club or I can terminate my employment at any time with or without cause and with or without notice. I understand that this application and any other documents that I may sign during my employment including the employee handbook are not intended to be nor do they form a contract for continued employment. I understand that no supervisor, manager, or executive at Moraga Country Club other than the General Manager has the authority to alter the foregoing and that any alleged alternation to the foregoing must be in writing.

Signature: _____ Date: _____