



684 Eagle Road  
Fleetwood, PA 19522

## EMPLOYMENT APPLICATION

### PERSONAL

Today's Date \_\_\_\_\_

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
(Last) (First) (Middle)

Present Address \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

How many years have you lived at this address? \_\_\_\_\_ Home Telephone Number \_\_\_\_\_

Cell Phone \_\_\_\_\_ E-Mail Address \_\_\_\_\_

**If at the above address for less than 7 years, list below all addresses for the past 7 years. Attach a separate page if necessary.**

From: \_\_\_\_\_ To: \_\_\_\_\_ - \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

From: \_\_\_\_\_ To: \_\_\_\_\_ - \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

From: \_\_\_\_\_ To: \_\_\_\_\_ - \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Position Applied For: \_\_\_\_\_

Do you want to work  Full time or  Part time, Specify Days & Hours of availability \_\_\_\_\_

Have you ever worked for Moselem Springs Golf Club in the past?  Yes  No, If yes, when? \_\_\_\_\_

How did you learn of this position? \_\_\_\_\_

If hired, on what date will you be available to start work? \_\_\_\_\_

If hired, do you have reliable means of transportation to get to work? \_\_\_\_\_

Are you at least eighteen (18) years of age?  Yes  No Have you ever been refused a fidelity bond?  Yes  No

Are you eligible / authorized to work in the United States?  Yes  No

Any Military Service  Yes  No, IF yes: \_\_\_\_\_  
(Branch) (Specialty) (Dates of Service)

### **FOR OFFICE USE ONLY**

Interviewer \_\_\_\_\_ *Please Circle one* Full Time / Full Time Seasonal / Part Time  
Department \_\_\_\_\_ Title \_\_\_\_\_ Start Date \_\_\_\_\_  
Pay Rate \_\_\_\_\_ Copy of 2 Forms of ID \_\_\_\_\_ DOB \_\_\_\_\_

**PRIOR WORK HISTORY**

(List in order, last or present employer first. Attach additional sheet if necessary)

**Employer Name** \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Employers address \_\_\_\_\_

Position / Title \_\_\_\_\_ Dates worked: From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Rate of pay started at \$ \_\_\_\_\_ Rate of pay finished at \$ \_\_\_\_\_

Supervisor's name and title \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Describe in detail the work you did \_\_\_\_\_

Please select permission regarding current employer:

- Do not contact current employer – I have not given notice at this time.
- Verify current employer discreetly. I do not want the current employer to know I am leaving. Do not fax the authorization or interview the supervisor.
- I authorize faxing to the current employer and an interview with the current supervisor.

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**Employer Name** \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Employers address \_\_\_\_\_

Position / Title \_\_\_\_\_ Dates worked: From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Rate of pay started at \$ \_\_\_\_\_ Rate of pay finished at \$ \_\_\_\_\_

Supervisor's name and title \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Describe in detail the work you did \_\_\_\_\_

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**Employer Name** \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Employers address \_\_\_\_\_

Position / Title \_\_\_\_\_ Dates worked: From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Rate of pay started at \$ \_\_\_\_\_ Rate of pay finished at \$ \_\_\_\_\_

Supervisor's name and title \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Describe in detail the work you did \_\_\_\_\_

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**EDUCATION AND TRAINING**

**HIGH SCHOOL**

Name \_\_\_\_\_ Address \_\_\_\_\_

Number of years completed \_\_\_\_\_ Last year attended \_\_\_\_\_

Did you graduate?  Yes  No

**COLLEGE**

Name \_\_\_\_\_ Address \_\_\_\_\_

Number of years completed \_\_\_\_\_ Last year attended \_\_\_\_\_

Did you graduate?  Yes  No

Degree Major \_\_\_\_\_ Degree Minor \_\_\_\_\_

Advisor \_\_\_\_\_

**BUSINESS COLLEGE**

Name \_\_\_\_\_ Address \_\_\_\_\_

Number of years completed \_\_\_\_\_ Last year attended \_\_\_\_\_

Did you graduate?  Yes  No

Degree Major \_\_\_\_\_ Degree Minor \_\_\_\_\_

Advisor \_\_\_\_\_

**TRADE SCHOOL**

Name \_\_\_\_\_ Address \_\_\_\_\_

Number of years completed \_\_\_\_\_ Last year attended \_\_\_\_\_

Did you graduate?  Yes  No

Degree Major \_\_\_\_\_ Degree Minor \_\_\_\_\_

Advisor \_\_\_\_\_

List your specific job skills and machines or equipment you can operate including computers and programs: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Personal References**

(Exclude former employers or relatives.)

Name \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_

Daytime phone number \_\_\_\_\_ Evening phone number \_\_\_\_\_

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Name \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_

Daytime phone number \_\_\_\_\_ Evening phone number \_\_\_\_\_

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Name \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_

Daytime phone number \_\_\_\_\_ Evening phone number \_\_\_\_\_

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*Thank you* for completing this application form and for your interest in employment with us. We would like to assure you that your opportunity for employment would be based only on your ability and on no other consideration.

**PLEASE READ CAREFULLY  
APPLICANT'S CERTIFICATION AND AGREEMENT**

I certify that the facts set forth in the 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. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies of bureaus of your choice. However, I will be advised if an investigative report is obtained, and my financial and credit record will not be used as a bases for not employing me. In consideration of my employment, I agree to conform to the policies, procedures, rules and regulations of Moselem Springs Golf Club. I understand that I am an employee at-will and either myself or Moselem Springs Golf Club can terminate the employment relationship at any time, for any reason, with or without cause and with or without notice, at any time. I understand that no representative of MSGC has authority to enter into an agreement for employment for any specified period of time, or to make any arrangement contrary to the foregoing.

To applicant READ THIS INTRODUCTION CAREFULLY BEFORE ANSWERING ANY QUESTIONS. The civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits discrimination on the basis of age with respect to certain individuals. The laws of most States also prohibit some of all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability.

Have you ever been convicted of a felony, indictable offense or disorderly persons offence, that has not been annulled or expunged or sealed by a court? \_\_\_\_\_ If yes, describe in full \_\_\_\_\_

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Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

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