



Employment Application

Consent Release

Drug and Alcohol Testing Release

Oak Hill Country Club Is An Equal Opportunity Employer

It is our policy to assure that applicants and employees are evaluated and reviewed without regard to their race, religion, sex (including pregnancy), color, age, national origin, or physical or mental disability.



Oak Hill Country Club

Employment Application

Please Print Legibly

Personal Information

Date of Application:	Referred by:	Position applied for:	Salary expected:
Name: (Last – First – Middle)			Telephone #: () -
Address: (Number – Street – City – State – Zip Code)			
Because of equipment operation and alcohol service requirements, are you over 18 years of age?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been employed with Oak Hill in the past?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, indicate dates:	
Are you related to an Oak Hill member in any way?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, who and how?	
Are you related to an Oak Hill employee in any way?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, who and how?	
Are you seeking:	Circle as many as applicable: Full Time Part Time Seasonal	Days you are available: Mon Tue Wed Thu Fri Sat Sun	
Check all available shifts: Hours of Availability: <input type="checkbox"/> 6:00 AM to 12:00 PM <input type="checkbox"/> 12:00 PM to 6:00 PM <input type="checkbox"/> 6:00 PM to 12:00 AM <input type="checkbox"/> 12:00 AM to 6:00 AM			
Have you ever been convicted of a felony?	Yes <input type="checkbox"/> No <input type="checkbox"/>	You will not automatically be disqualified from consideration based on a criminal history.	
If yes, explain details:			

References

List three references other than relatives:

Name	Address	Telephone #
		() -
		() -
		() -

Emergency Contact Information

In case of emergency please contact:

Name	Relationship	Address	Telephone #
			() -

Education

	Name and address:	# of years attended	Grade Average	Did you Graduate: Yes No	Degree or Diploma earned
High School				<input type="checkbox"/> <input type="checkbox"/>	
				<input type="checkbox"/> <input type="checkbox"/>	
College				<input type="checkbox"/> <input type="checkbox"/>	
				<input type="checkbox"/> <input type="checkbox"/>	
				<input type="checkbox"/> <input type="checkbox"/>	
Trade or Business School				<input type="checkbox"/> <input type="checkbox"/>	
				<input type="checkbox"/> <input type="checkbox"/>	
				<input type="checkbox"/> <input type="checkbox"/>	
				<input type="checkbox"/> <input type="checkbox"/>	

Employment History

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion sex or national origin. Please explain gaps in your employment history in the space provided at the bottom of the page.

1	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone #	Hourly Rate/Salary		
		Starting	Final	
	Position held			
	Supervisor			
Reason for leaving				
2	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone #	Hourly Rate/Salary		
		Starting	Final	
	Position held			
	Supervisor			
Reason for leaving				
3	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone #	Hourly Rate/Salary		
		Starting	Final	
	Position held			
	Supervisor			
Reason for leaving				
Please use this space to provide comments on any discrepancies or gaps in your employment history.				
May we contact your present employer? Yes No				
<input type="checkbox"/> <input type="checkbox"/>				
Special work skills you possess:				

Certification and Release Authorization

I certify that the information I have provided is true and correct, and I understand that falsification of any information on this application is grounds for rejection of the application or immediate discharge if I have been hired. I authorize Oak Hill Country Club to conduct any investigation of statements contained in this application it deems appropriate, including, without limitation, contacting previous employers, except as specified on this form, and I release Oak Hill Country Club and my previous employers from any liability arising from disclosure of information concerning my employment history.

Should my services be terminated after accepting employment, it is understood that Oak Hill Country Club may supply, in confidence, to any prospective employer, my record, with no liability to Oak Hill Country Club or any of its staff.

At Will Employment

I further understand that I am free to leave your employ at any time I wish, with or without notice and for any reason, just as Oak Hill may terminate my employment at any time, with or without prior notice, for any reason. This application or any other document in connection with it or any employee handbook, personnel manual, benefits plan and the like, or any other Oak Hill Country Club policy or practice, if I am hired, does not constitute a contract of employment.

Applicant Drug and Alcohol Testing Consent

As a prerequisite to employment, I hereby agree to allow Oak Hill Country Club or its designated agent to collect urine samples from me to determine the presence of illegal drugs in my body. Further, I give my consent to release my test results to authorized Oak Hill Country Club management for appropriate review, and authorize Oak Hill to use the test results as a defense to any legal action to which I am a party.

I understand the results of the drug testing of my urine, if confirmed positive, will remove me from consideration for employment. I also understand that if I refuse to consent, I will be removed from further consideration.

Further, I understand that, if employed by Oak Hill Country Club, I must abide by the terms of Oak Hill's drug-free work place policy and can be required to submit to periodic testing for the presence of illegal drugs and/or alcohol. I understand that submission to such testing is a condition of employment with Oak Hill Country Club, and disciplinary action, up to and including discharge, may result if (1) I refuse to consent to testing; (2) I refuse to execute all forms of consent and releases of liability as are usually and reasonably required of such examination; (3) I refuse to authorize release of the test results to Oak Hill (if the results establish a violation of Oak Hill Country Club's drug-free workplace policy); or (4) I otherwise violate the policy.

- ☐ I consent to the administration of the drug and alcohol test and to the terms of the consent agreement.
- ☐ I refuse the drug and alcohol detection urine test.

Signature of Applicant

Date

Witness signature