



EMPLOYMENT APPLICATION

We appreciate the opportunity to review your qualifications for employment with Ballantyne Country Club (BCC). So that we can thoroughly consider your special skills and abilities, we would appreciate your completion of our Employment Application. **Please print and completely answer all questions.**

Position Applied For: _____

PERSONAL INFORMATION:

Name: _____ Today's Date: _____

Address: _____

Phone Number: _____ Email: _____
(Check one) Cell Home Business

Are there any days, shifts, or hours you will not work? If yes, please explain: _____

If under 18 years of age, please specify your age: _____
(Under the Fair Labor Standards Act, this information will be used only for child labor law purposes.)

When are you able to start work? _____ Will you work overtime? _____

How did you learn of our company? _____

Have you ever applied or worked for BCC? If so, when? _____

Are you legally authorized to work in the United States? _____

Will you now or in the future require sponsorship for employment visa status? _____
(ie. H-1B visa status)

Note: *The Federal Immigration and Reform and Control Act of 1986 requires that DHS Employment Eligibility Verification "Form I-9" be completed for every new hire and that within 3 business days of beginning work every new hire must present to the employer documentation establishing his/her identity and authorization to work. This federal requirement must be satisfied as a condition of employment.*

DRIVING RECORD: (Complete this entire section if you have a valid driver's license.)

Do you have a valid driver's license? _____ State: _____ License No. _____

Have you had any tickets in the past 7 years? Please explain: _____

Has your license ever been suspended or revoked? _____

Do you have any DUI or DWI convictions? Please explain: _____

EMPLOYMENT HISTORY: *(Beginning with most recent employer, please complete for all employment. You may include any verified work performed on a volunteer basis.)*

Company: _____ Address: _____

Phone Number: _____

Supervisor: _____ May we contact? YES NO

Job Title: _____ Dates Employed: _____

Responsibilities: _____

Rate of Pay: _____ Reason for Leaving: _____

Company: _____ Address: _____

Phone Number: _____

Supervisor: _____ May we contact? YES NO

Job Title: _____ Dates Employed: _____

Responsibilities: _____

Rate of Pay: _____ Reason for Leaving: _____

Company: _____ Address: _____

Phone Number: _____

Supervisor: _____ May we contact? YES NO

Job Title: _____ Dates Employed: _____

Responsibilities: _____

Rate of Pay: _____ Reason for Leaving: _____

PROFESSIONAL REFERENCES:

| Name | Phone | Relationship | Company <i>(if applicable)</i> |
|------|-------|--------------|--------------------------------|
| | | | |
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EDUCATION: *(This may or may not be considered depending on the job applied for.)*

Describe any educational degrees, skills, training, or experience you believe are relevant:

| | Name of Educational Institution | Graduated? | Credits Earned | Type of Degree/Major/Minor | GPA |
|-----------------------|---------------------------------|------------|-------------------|----------------------------|-----|
| College/University | | | | | |
| Technical/GED | | | | | |
| High School | | | | | |
| License/Certification | | | | | |
| Other | | | | | |

MILITARY SERVICE: *(Complete only if you served in the military.)*

Branch of Service: _____ Number of Years/Months of Service: _____

Rank at Discharge: _____ Date of Discharge: _____

Reason for Leaving: _____

Describe any military skills, training, or experience you believe are relevant: _____

CRIMINAL RECORD INFORMATION:

All Applicants: You must answer all questions below. When answering the following questions, you may exclude any records expunged, annulled, sealed, discharged, dismissed, erased under first-offender law or otherwise eradicated by statute or court order. You may also exclude a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray, or disturbance of the peace.

A criminal conviction will not necessarily be a bar to employment but will be considered in relation to specific job requirements.

1. Have you been convicted within the last 7 years of a felony? _____ Date of Conviction: _____
2. Have you been convicted within the last 7 years of misappropriation of funds, embezzlement, or similar for other dishonest conduct; or an offense involving the use of a weapon; for burglary, robbery, breaking and entering, or theft; or physical assault or other violent crime? _____
3. Have you been convicted of or completed a period of incarceration within the past 5 years for any misdemeanor? _____ Additionally if yes, please state whether you were convicted more than 5 years ago for any offense: _____
4. A criminal conviction will not necessarily be a bar to employment. To help us evaluate your application, please describe your criminal conviction(s) including penalty(ies) imposed, listing the nature of your offense(s), and your rehabilitation since the conviction(s). _____

OTHER:

Have you taken any illegal drugs in the last 30 days? _____

Have you ever been a defendant in a civil action for an intentional tort (intentional commission of a wrongful act)? Note: Answering "Yes" does not automatically exclude you from further consideration. If yes, include nature of the intentional tort and the disposition of the action: _____

APPLICANT'S ACKNOWLEDGEMENT:

I certify that the answers given herein are true and complete to the best of my knowledge. I understand that any misrepresentations, omissions of facts, or incomplete answers in any application document may disqualify me from further consideration for employment. I further understand that, if employed, any misrepresentations or omissions of facts in any application document may be cause for my dismissal at any time without prior notice. I consent to and authorize Ballantyne Country Club to contact my former employers, references, and any and all other persons and organizations for information bearing upon my qualifications for employment. I further authorize the listed employers, schools, and personal references to give Ballantyne Country Club (without further notice to me) any and all information about my previous employment and education, along with any other pertinent information they may have and hereby waive any actions which I may have against either party(ies) for providing a good faith reference.

I EXPRESSLY AGREE AND UNDERSTAND THAT, IF EMPLOYED, MY EMPLOYMENT IS NOT FOR A SPECIFIC TERM, IS BASED ON MUTUAL CONSENT, AND MAY BE TERMINATED BY ME OR MY EMPLOYER WITH OR WITHOUT NOTICE OR CAUSE AT ANY TIME. I FURTHER UNDERSTAND THAT NO ORAL PROMISE, EMPLOYER POLICY, CUSTOM, BUSINESS PRACTICE, OR OTHER PROCEDURE (INCLUDING THE BASIC EMPLOYMENT POLICIES, PERSONNEL HANDBOOK, OR ANY PERSONNEL MANUALS) CONSTITUTE AN EMPLOYMENT CONTRACT OR MODIFICATION OF THE AT WILL EMPLOYMENT RELATIONSHIP BETWEEN ME AND THE EMPLOYER. I ALSO UNDERSTAND THAT THIS ASPECT OF MY EMPLOYMENT MAY NOT CHANGE ABSENT AN INDIVIDUAL WRITTEN AGREEMENT SIGNED BY BOTH ME AND THE GENERAL MANAGER OF BALLANTYNE COUNTRY CLUB.

I understand that applicants for certain positions may be required to qualify for employment based on additional employment criteria. For example, I may be required to take job related tests; take a driver's examination; submit to a background investigation; take a pre-employment drug screen. If I am offered employment and start work before any required test is completed, my employment is contingent on satisfactory result on all required tests. I authorize the release of any background check results and of any drug/alcohol test to any state or federal authority requesting such information and in response to a valid subpoena or other legal document.

Ballantyne Country Club fully subscribes to the principles of Equal Employment Opportunity. It is our policy to provide employment, compensation, and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, age, gender, veteran status, disability, or any other basis prohibited by federal, state, or local law. In accordance with requirements of the Americans with Disabilities Act, it is our policy to provide reasonable accommodation upon request during the application process to eligible applicants in order that they may be given a full and fair opportunity to be considered for employment. As Equal Opportunity Employers, we intend to comply fully with applicable federal and state employment laws and the information requested on this application will only be used for purposes consistent with those laws. I acknowledge that this application will remain active for 30 days from this date (or until the position applied for is filled, whichever first occurs). If I have not heard from Ballantyne Country Club at the conclusion of this 30 day period, it is my responsibility to complete a new application if I still wish to be considered for employment.

X

Signature *(please sign your full name above the line)*

Date

CERTIFICATION FOR ALL APPLICANTS

PLEASE READ CAREFULLY

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

X

Signature *(please sign your full name above the line)*

Date

Electronic Signature Agreement: By typing your name above and checking "I Agree," you are signing this Application electronically. You agree that your electronic signature is the legal equivalent of your manual signature on this application, and you consent to be legally bound by its terms and conditions.

I Agree