



Guidelines for the Employment Application
(EACH POSITION FOR WHICH YOU ARE APPLYING
REQUIRES A SEPARATE APPLICATION)

Thank you for considering Columbia Club in your search for employment. The Club encourages all people to apply for our open positions. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, gender identity, genetic information, or any other legally protected characteristic.

Read everything on this sheet before you complete the application for employment (while it may not include everything, it will answer many questions you may have):

1. Anyone interested in a position with the Club will need to complete an application (résumés only are not acceptable).
2. Applications will not be mailed, barring exceptional circumstances.
3. Applications need to be completed by the applicant or someone that the applicant knows (Club personnel will not complete applications for applicants). If an applicant requires a reasonable accommodation to complete his or her application, the applicant should contact Columbia Club.
4. Only the application used by Columbia Club will be acceptable.
5. Use blue or black ink to complete the application (no pencil).
6. **All** questions/sections must be completed with correct and relevant information (otherwise the applicant will not be considered for an interview) – if you do not want or need to complete a section, either draw a line through the section or put “NA” (not applicable) in that section.
7. Completion of an application does not guarantee an interview and/or a job.
8. The hiring manager will contact those applicants selected for interviews.
9. Always be truthful when completing sections and providing information (false information will be grounds for not securing an interview and/or will be grounds for termination after hire).
10. Business references need to be business references (current/former managers, supervisors, colleagues, coworkers).
11. An applicant may take an application off premises if needed.
12. Once an application is submitted, it will not be returned to the applicant (it is the property of the Club).
13. If you have any questions, please ask.

Application for Employment (Revised September 2016)

Columbia Club is an equal opportunity employer. We comply with all applicable laws concerning equal employment and advancement opportunities on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, gender identity, genetic information, or any other legally protected characteristic. We do not discriminate in hiring or any term of employment.

We verify the eligibility of all individuals to work in the United States prior to any individual beginning work with Columbia Club.

This application for employment shall be considered active for a period of time not to exceed six (6) months from the date of application.

Instructions: Furnish complete and accurate information concerning your employment. All applications are verified. A false or incomplete application will not be considered and can be used as a reason not to select an applicant for hire, or, if hired, for discharge of any employee.

Please Print

Position for which you are applying:			Date _____		
_____			Home Phone _____		
_____			Cell Phone _____		
(Last Name)	(First Name)	(Middle)			
_____		(Apt. #)	(City)	(State)	(ZIP)
How long have you lived at your present address?		_____			
Previous addresses for the last seven (7) years:					
Address		City, State, ZIP		How long?	
_____		_____		_____	
_____		_____		_____	
_____		_____		_____	
How did you learn of this position? _____ Referred by: _____					

What shifts are you available to work? _____	Date available _____
What days of the week are you available to work? _____	
What is your expected salary? From \$_____ to \$_____ per _____	

Are you currently on "lay off" status and subject to recall by any employer?	Y	N
Are you legally authorized to be employed in the United States? (proof of employment eligibility will be required upon employment)	Y	N
Will you now or in the future require sponsorship for employment visa status (H-1B status)? (proof of ethnicity or immigration status will be required upon employment)	Y	N
Are you 18 or older?	Y	N
If you are under 18 years of age, can you provide required proof of your eligibility to work?	Y	N

Have you pled guilty to, or been convicted of a crime (other than a minor traffic violation) that has not been expunged by a Court? Y N
 (A guilty plea or conviction of a crime is not an automatic bar to employment; all circumstances will be considered.)

If yes, explain nature of conviction, court involved, and relevant dates:

Have you ever **applied for work** at Columbia Club? Y N

Have you ever **worked** at Columbia Club? Y N

If yes to either:

Date(s) **Position(s)** **Supervisor (if applicable)**

_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you have any relatives **employed** at Columbia Club? Y N

If yes, list name, position and relationship to you:

Name **Position** **Relationship**

_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you have any relatives who are **members** of Columbia Club? Y N

If yes, list name and relationship to you:

Name **Relationship**

_____	_____
_____	_____
_____	_____

Education	School Name	# of Years Attended	Graduated? (Y/N)	Major Courses/Degree
High School	_____	_____	Y N	_____
College	_____	_____	Y N	_____
College	_____	_____	Y N	_____
Post-College	_____	_____	Y N	_____
Other	_____	_____	Y N	_____

If you do not have a high school diploma, do you have a General Equivalency Diploma (GED)? Y N

Employment

Starting with your most recent employer, list **all** employment or military experience for the past ten (10) years, regardless of nature or duration. **Do not skip or omit any employment.** For any period of unemployment or self-employment, provide dates and explain. If you need additional space, please continue on a separate piece of paper. Attach additional pages if necessary.

Are you presently employed?	Y	N
Have you ever been discharged or requested to resign from a position? If yes, explain:	Y	N
<hr/> <hr/>		

<hr/> Employer <hr/>	<hr/> May we contact? (Y/N) <hr/>	<hr/> Phone <hr/>
<hr/> Address <hr/>	<hr/> Job Title <hr/>	<hr/> Dates Employed <hr/>
<hr/> Supervisor <hr/>	<hr/> Title <hr/>	
<hr/> Major Responsibilities <hr/>		
<hr/> Reason for Leaving <hr/>	<hr/> Rate of Pay <hr/>	

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Employer	May we contact? (Y/N)	Phone
_____	_____	_____
_____	Job Title	Dates Employed
Address	Supervisor	Title
_____	_____	_____
Major Responsibilities		

Reason for Leaving	Rate of Pay	
_____	_____	

Is there any additional information involving a change of your name or assumed name that will permit us to check your work record? If yes, please explain. Y N

In addition to your work history, are there are other skills, qualifications, or experience that we should consider?

References

List three professional references, not related to you, who have known you for more than one year.

Reference #1

Name _____

Phone _____ E-mail _____

Company _____

Relationship _____ Years Known _____

Reference #2

Name _____

Phone _____ E-mail _____

Company _____

Relationship _____ Years Known _____

Reference #3

Name _____

Phone _____ E-mail _____

Company _____

Relationship _____ Years Known _____

Applicant Affirmation Statement
(please read carefully and completely before signing)

I hereby affirm that all information provided by me on this application, my résumé, or any supporting documentation I may present during any interview is and will be complete and accurate to the best of my knowledge and that I have withheld nothing that, if disclosed, would alter the integrity of this application.

I understand that if I am employed, falsification, misrepresentation, or omission of any information during the applicant process (whether intentional or not, and as determined in the Club's sole discretion) may result in disqualification from consideration for employment, or, if employed, disciplinary action, up to and including immediate dismissal, whenever discovered, and that Columbia Club shall not be liable in any respect if any employment is so denied or terminated because of such false, misleading or incorrect statements, answers, or omissions made by me.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. Columbia Club is also hereby authorized to make any investigation of my personal history and financial and credit record either directly or through any investigative or credit agencies or bureaus of its choice.

I understand this application for employment shall be considered active for a period of time not to exceed six (6) months, and that if I wish to be considered for employment beyond this time period I am required to complete an additional application.

If employed, I agree to abide by the rules, procedures, and policies of Columbia Club.

I understand that any offer of employment will be contingent upon my passing any pre-employment tests that may be required, including but not limited to a post-offer, pre-employment drug screening procedure. By signing this application, I expressly consent to these procedures.

I hereby understand and acknowledge that any employment relationship I might enter into with the Club is of an "at-will" nature, which means that I or the Club may terminate the relationship at any time, with or without cause or advance notice. The at-will employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by Club leadership.

I understand that statements contained in policies, practices, handbooks, and other Columbia Club materials do not create any contract, express or implied, or guarantees of any benefit, practice, employment, or continued employment. I understand that Columbia Club has an absolute and unconditional right to modify, amend, or terminate policies, practices, benefit plans, and other Club programs as it sees fit.

I hereby acknowledge, by my signature below, that I have read or have had read to me all of the paragraphs in this Affirmation Statement, and that I understand the meaning and intent of this information.

Printed Name

Date _____

Signature



FAIR CREDIT REPORTING ACT DISCLOSURE AND AUTHORIZATION

I, _____, understand the The Columbia Club and its agents may conduct a background investigation and obtain consumer reports for the purpose of employment.

I understand that this may include inquiries into my character, reputation, habits and mode of living; my employment and education history and license status; my criminal and civil court records; and my credit, motor vehicle, and other records. This authorization shall remain on file and shall serve as an on-going authorization for The Columbia Club to procure consumer reports at any time during the duration of my employment.

If an investigative consumer report is being requested, I have been given a copy of “A Summary of Your Rights Under the FCRA” and understand that I have the right to request additional disclosures regarding the nature and scope of the investigation. My signature below authorizes The Columbia Club to obtain a consumer report for employment purposes.

First Name, Middle Initial, Last Name

Date

Signature

Date

Additional information needed for consumer report:

Date of birth (mm/dd/yyyy)

Social Security Number

Drivers License Number

