COLUMBIA CLUB

Employment Application

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.

Columbia Club verifies 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.

Provide 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.

Applicant Information

Full Name: _____ Date:_____
    Last   *First*   *M.I.*

Address: _____
  Street Address   *Apartment/Unit #*

_____
  City   *State* *ZIP Code*

Phone: _____ Email_____

Date Available: _____ Social Security No.:_____ Desired Salary:$_____

Position Applied for: _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when?_____

Have you ever pled guilty to, or been convicted of a crime? YES ☐ NO ☐

If yes, explain: _____

Education

High School: _____ Address: _____

		YES	NO		
From: _____ To: _____ Did you graduate? ☐ ☐ Diploma:: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:$ _____ Ending Salary:$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____   Starting Salary:$ _____   Ending Salary:$ _____

Responsibilities: _____

From: _____   To: _____   Reason for Leaving: _____

May we contact your previous supervisor for a reference?   YES ☐   NO ☐

Company: _____   Phone: _____

Address: _____   Supervisor: _____

Job Title: _____   Starting Salary:$ _____   Ending Salary:$ _____

Responsibilities: _____

From: _____   To: _____   Reason for Leaving: _____

May we contact your previous supervisor for a reference?   YES ☐   NO ☐

Military Service

Branch: _____   From: _____   To: _____

Rank at Discharge: _____   Type of Discharge: _____

If other than honorable, explain: _____

Affirmation and Signature

I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be the basis for rejection of my application, or if employment commences, immediate disciplinary action including termination.

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 of 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 that any offer of employment will be contingent upon my passing a background check, drug screening or any other pre-employment testing.

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 Columbia 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 Columbia Club leadership.

I understand that statements contained in policies, procedures 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. If employed, I agree to abide by the rules, procedures, and policies of Columbia Club.

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

Printed Name: _____

Signature: _____ Date: _____

Fair Credit Reporting Act Disclosure and Authorization

I, _____, understand Columbia Club 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 educational 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 Columbia Club to procure consumer reports at any time during the duration of my employment.

If an investigate 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 Columbia Club to obtain a consumer report and background check for employment purposes.

_____
First Name, Middle Initial, Last Name

_____
Applicant Signature

Additional Information needed for background and consumer report:

_____
Date of Birth

_____
Social Security Number

_____
Driver's License Number