



Application for Employment

The Columbia Club complies with all applicable laws concerning equal employment and advancement opportunities on the basis of race, gender, color, religion, national origin, sex, age, disability, or any other legally protected characteristic. No question on this application is intended to secure information that could be used as a basis for discrimination.

Please Print

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|---|--------------|----------|--------------|---------|-----------|
| Position for which you are applying: | | | Date | _____ | |
| _____ | | | Home Phone | _____ | |
| _____ | | | Cell Phone | _____ | |
| (Last Name) | (First Name) | (Middle) | | | |
| (Street Address) | | (Apt. #) | (City) | (State) | (Zipcode) |
| How did you learn of this position? | | | Referred by: | | |

Do you have any relatives employed at the Columbia Club? Yes _____ No _____
 If yes, list name, position and relationship to you: _____

Are you legally authorized to work in the U.S. on an unrestricted basis? Yes _____ No _____
 Have you ever pled guilty to or been convicted of a crime that has not been expunged?
 Yes _____ No _____
 If yes, explain nature of crime, court involved, and relevant dates: _____

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 _____

Highest grade of school completed _____
 List degrees with majors and dates received _____
 Names of schools attended _____

Have you ever *worked* or *applied for work* at the Columbia Club? (If Yes, circle either/both that apply):
 If yes to either: Date(s): _____ Position: _____ Supervisor (if applicable): _____

Have you ever been discharged or requested to resign from a position? Yes _____ No _____
 If yes, explain: _____

Do you have any relatives who are members of the Columbia Club? Yes _____ No _____
 If yes, list name and relationship to you: _____

Name: _____ Relationship to You: _____

Starting with your most recent employer, list **all** employment or military experience since the age of 16, regardless of nature or duration. **Do not skip or omit any employment, including the information sought on this application.** 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.

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

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Please continue on additional paper as necessary, and explain any and all gaps in employment.

I authorize the Columbia Club or its agents to confirm and/or investigate all statements contained in or accompanying my application for employment, including investigation of my personal history or other background (either directly or through any investigative or credit agencies of its choice), and agree to complete any requisite authorization forms.

I further authorize and consent to, without reservation, any party or agency contacted by this employer to furnish information concerning me, and hereby release, discharge, and hold harmless any party delivering information to the Club or its duly authorized representative from any liability, claims, charges, or causes of action which I may have as a result of the delivery or disclosure of the information. I hereby release from liability the Club and its representative for seeking such information and all other persons, corporation, organizations furnishing such information.

I certify that the information I provide to the Club prior to my employment is true, accurate, & complete and that it is being relied upon as such by the Club. I understand that false, misleading, or incomplete information during the applicant process (whether intentional or not, and as determined in the Club's sole discretion) is grounds for rejecting my application or dismissal, whenever discovered.

If employed, I agree to conform to the rules, procedures, and policies of the Columbia Club. I hereby understand and acknowledge that any employment relationship I might have with this organization 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. I further understand that nothing creates any guarantee (of continued benefit, practice, or employment), and that the 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 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.

Applicant's Signature _____

Date Signed _____