

## Pre-Employment Criteria

The Board of Governors of Salem Country Club is pleased that you have chosen to apply for employment at our Club. We are a prestigious private club whose main goal is exceeding member's expectations. This, therefore, necessitates that you and Salem Country Club agree to certain criteria before you apply for employment.

Our pre-employment criteria are as follows:

- ***Not related to a Member***
- ***Must Be at least 18 years of age to work in Clubhouse***
- ***Able to work assigned schedule that includes weekends, evenings and holidays.***
- Able to provide valid documentation establishing legal right to work
- Able to pass a drug screen
- Possess a valid driver's license with no DUI convictions in the past five years
- Agree to a criminal background check
- Able to maintain SCC Staff appearance standards that include, but are not limited to:
  - Neat and clean appearance
  - No visible body piercing
  - No visible tattoos
  - No extreme hair colors or styles
  - No demin, cut-offs, halter tops, short-shorts or other such abbreviated attire is permitted on club grounds at any time

By agreeing to the above criteria, you become eligible to begin the employment process at Salem Country Club. Sign a copy of these criteria, return to the club and keep a copy for yourself. This criterion is not intended as a contract for employment or as an agreement of any kind other than that stated within. All employees are employees at will.

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Print Name

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Date

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Signature

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Phone Number

# SALEM COUNTRY CLUB EMPLOYMENT APPLICATION

Applications are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or in the presence of a non-related medical condition or handicap.

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Are you related to a current Salem Country Club member?  Yes  No If Yes, How? \_\_\_\_\_

Position applying for? \_\_\_\_\_

Date Available \_\_\_\_\_  Full time  Part time  Seasonal  #Hrs desired \_\_\_\_\_

Are you a citizen of the United States of America?  Yes  No

Have you ever been convicted of a crime in the last 5 years?  Yes  No

Have you applied here before?  Yes  No When? \_\_\_\_\_ Position applied for? \_\_\_\_\_

How did you hear about job opening? \_\_\_\_\_

REFERRED BY: \_\_\_\_\_

EMPLOYMENT EXPERIENCE; Start with your present job or last job. Include military assignments and other volunteer activities. Exclude organizational names which indicate race, color, religion, sex, or national origin

Employer 1 \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Supervisor Name \_\_\_\_\_

Job Title \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Describe duties \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary or Hourly rate \_\_\_\_\_

Employer 2 \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Supervisor Name \_\_\_\_\_

Job Title \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Describe Duties \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary or Hourly rate \_\_\_\_\_

**Salem Application, cont.**

Employer 3 \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Supervisor Name \_\_\_\_\_

Job Title \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Describe duties \_\_\_\_\_  
\_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary or Hourly rate \_\_\_\_\_

**EDUCATION**

Schools/Colleges Attended: # Years Year Grad. Degree  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe any special qualifications for this job and what interests you about working at Salem:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I CERTIFY that answers given herein are true and complete to the best of my knowledge. I authorize investigations of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not intended to be a contract of employment. In the event of employment, I understand that false or misleading information given on my application or interview may result in termination. If hired, I have the freedom to quit at any time. The employer also has the right to terminate my employment with or without cause, the exceptions being as required by law. After termination of employment, for whatever reason, I release the above employer from liability for any information supplied to future potential employers.

Signature \_\_\_\_\_ Date \_\_\_\_\_