Donovan Bros. Golf

Arroyo Seco Golf Course

Application for Employment
An Equal Opportunity Employer

Donovan Bros. Golf is an equal opportunity employer. Prospective employees will receive consideration without discrimination because of race, creed, color, sex, gender, gender expression, gender identity, sexual orientation, age, religion, national origin, ancestry, mental disability, physical disability, medical condition, genetic information, marital status, military and veteran status, or any other basis protected by law.

<u>Please Print</u>

_____ _____ _____ _____
Date   *Last Name*   *First Name*   *Middle*

Present Address:

_____ _____ _____ _____
No. & Street   *City*   *State*   *Zip*

_____ (___)____-_____ (___)_____-_____
E-mail Address   *Home Phone*   *Cell Phone*

<u>Employment Desired</u>

Position applying for: _____

Are you applying for:
Full-time work?   ☐ Yes   ☐ No   Part-time work?   ☐ Yes   ☐ No   Temporary work?   ☐ Yes   ☐ No

What days and hours are you available for work?_____

If applying for temporary work, during what period will you be available?_____

Are you available for work on weekends?   ☐ Yes   ☐ No

If hired, on what date can you start work? _____/_____/_____

Personal Information

Have you ever applied to or worked for Donovan Bros. Golf before? ☐ Yes ☐ No If yes, when? _____

Do you have any friends or relatives working for Donovan Bros. Golf? ☐ Yes ☐ No

If yes, state name(s) and relationship:_____   _____

<div align="center">Name   Relationship</div>

Are you at least 18 years of age?	☐ Yes	☐ No
If hired, can you present proof of eligibility to work in the United States?	☐ Yes	☐ No
If hired, would you have reliable means of transportation to and from work?	☐ Yes	☐ No
Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?	☐ Yes	☐ No

If no, describe the functions that cannot be performed:_____

_____

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

RECORD OF PREVIOUS EMPLOYMENT

Please list the names of your present or previous employers in chronological order with present or last employer listed first. Be sure to account for <u>all</u> periods of time including any period of unemployment. If self-employed, give business name and supply business references. [Add additional page if necessary]

Present or Last Employer _____ Company Name _____ Address _____ City, State, Zip Code _____ Telephone	<u>Employed</u> _____ From (mo/yr) _____ To (mo/yr)		<u>Your Title or Position</u> _____ Name and Title of <u>Last Supervisor</u> _____	<u>Exact Reason for Leaving</u>
Present or Last Employer _____ Company Name _____ Address _____ City, State, Zip Code _____ Telephone	<u>Employed</u> _____ From (mo/yr) _____ To (mo/yr)		<u>Your Title or Position</u> _____ Name and Title of <u>Last Supervisor</u> _____	<u>Exact Reason for Leaving</u>
Present or Last Employer _____ Company Name _____ Address _____ City, State, Zip Code _____ Telephone	<u>Employed</u> _____ From (mo/yr) _____ To (mo/yr)		<u>Your Title or Position</u> _____ Name and Title of <u>Last Supervisor</u> _____	<u>Exact Reason for Leaving</u>

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Present or Last Employer _____ Company Name _____ Address _____ City, State, Zip Code _____ Telephone	Employed _____ From (mo/yr) _____ To (mo/yr)		Your Title or Position _____ Name and Title of Last Supervisor _____	Exact Reason for Leaving

Have you ever been terminated or asked to resign from any job? [ ] Yes [ ] No
If yes, please explain circumstances:

_____

Please explain fully any gaps in your employment history:

_____
_____

May we contact your current employer? [ ] Yes [ ] No. If No, please explain:

_____

Please indicate any actual experience, special training and qualifications that you have which you feel are relevant to the position for which you are applying.

_____
_____

Education, Training and Experience

School	Name and Address	No. of years completed	Did you graduate?	Degree or Diploma
High School				
College/University /Vocational/Trade School				

List any training, license/or certificates you have that may help to qualify you for the position you are applying, include trade, vocational, military, etc. Indicate type of training, where acquired, dates and whether you completed it successfully.

_____

_____

PERSONAL REFERENCES

Please list persons who know you well -- **not** previous employers or relatives

Name	Occupation	Address (Street, City and State)	Telephone Number	Number of Years Known

Please Read Carefully, Initial Each Paragraph and Sign Below

_____
Initials
    I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____
Initials
    I hereby authorize Donovan Bros. Golf to thoroughly investigate my references, work record, education, and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____
Initials
    I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. I also understand that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

_____
Initials
    I understand that employment at Donovan Bros. Golf is at will, which means that I can voluntarily terminate employment at any time or that the company can terminate my employment at anytime with or without cause or with or without prior notice.

____/____/____   _____
Date   Applicant's Signature