



# Application for Employment

PLEASE INDICATE POSITION(S) OF INTEREST:  
Pro Shop \_\_\_\_\_ Server/Bartender \_\_\_\_\_ Pool/Lifeguard \_\_\_\_\_  
Beverage Cart/Snack Bar \_\_\_\_\_ Course Maintenance \_\_\_\_\_

Position(s) applied for \_\_\_\_\_ Date of application \_\_\_/\_\_\_/\_\_\_

Name \_\_\_\_\_ E-Mail \_\_\_\_\_  
Last First Middle Initial

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

Telephone#(\_\_\_\_) \_\_\_\_\_ Secondary Phone# \_\_\_\_\_ Social Security # \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Have you ever been employed here before? .....  Yes  No If yes, what position? \_\_\_\_\_

Date Available to work ..... Part-time hours \_\_\_/\_\_\_/\_\_\_ Full-time hours \_\_\_/\_\_\_/\_\_\_

Type of employment desired Full-time  Part-Time  Seasonal  Temporary

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

## Employment History

Please list your last three (3) employers, assignments or volunteer activities, starting with the most recent, including military experience.

|                                |    |   |                  |
|--------------------------------|----|---|------------------|
| FROM                           | TO | EMPLOYER                                      | TELEPHONE<br>( ) |
| IMMEDIATE SUPERVISOR AND TITLE |    | ADDRESS                                       |                  |
|                                |    | SUMMARIZE NATURE OF THE WORK/RESPONSIBILITIES |                  |
|                                |    |   |                  |
| FROM                           | TO | EMPLOYER                                      | TELEPHONE<br>( ) |
| IMMEDIATE SUPERVISOR AND TITLE |    | ADDRESS                                       |                  |
|                                |    | SUMMARIZE NATURE OF THE WORK/RESPONSIBILITIES |                  |
|                                |    |   |                  |
| FROM                           | TO | EMPLOYER                                      | TELEPHONE<br>( ) |
| IMMEDIATE SUPERVISOR AND TITLE |    | ADDRESS                                       |                  |
|                                |    | SUMMARIZE NATURE OF THE WORK/RESPONSIBILITIES |                  |
|                                |    |   |                  |

AN EQUAL OPPORTUNITY EMPLOYER

## Skills and Qualifications

Summarize any training skills, licenses, certificates and or characteristics of yourself that may qualify you as being able to perform job related functions for the job that you are applying for \_\_\_\_\_

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## Educational Background

| NAME AND LOCATION | YEARS COMPLETED | DID YOU GRADUATE?<br>YEAR? | COURSE OF STUDY |
|-------------------|-----------------|----------------------------|-----------------|
| HIGH SCHOOL       |                 |                            |                 |
| COLLEGE           | MAJOR           | DEGREE                     |                 |
| OTHER             |                 |                            |                 |

## References

| NAME | TELEPHONE | RELATIONSHIP | YEARS KNOWN |
|------|-----------|--------------|-------------|
|      |           |              |             |
|      |           |              |             |
|      |           |              |             |

It is understood and agreed upon that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or separation from the employer's services if I have been employed.

I give the employer the right to investigate all references and to secure additional information about me, if job-related. I hereby release from liability the employer and its representatives for seeking such information, and all other persons, corporations or organizations for furnishing such information.

The employer is an Equal Opportunity Employer. The employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.

This application is current for 60 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to complete a new application.

I understand that I am free to resign at any time. The employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the employer has the authority to make any assurance to the contrary.

I understand that it is this company's policy not to refuse to hire an individual with a disability because of this person's need for an accommodation that would be required by the ADA.

Signature of Applicant \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_



## Job Descriptions

Below is a brief description of the positions that are available. NuMark Golf Course serves a variety of people throughout the year; therefore, our employees are expected to be flexible and willing to work hard to provide our customers with the highest possible level of customer services. The earlier that you can start in the spring and the later that you can stay into the fall is important to us in our selection process. Most positions will have varied hours and will likely include nights and weekends. Additionally, because we are a seasonal business for the most part, the summer holidays, most positions require employees to be available to work the weekends and holidays of Memorial Day, Independence Day and Labor Day.

**Golf Course Attendants** - (Pro Shop, Starter, Marshall, Range Attendant and Cart Attendant) Employee will be required to master each area associated with the daily demands of the golf course facilities. The job descriptions include, but are not limited to scheduling tee times, checking in golfers, running the cash register, helping customers with pro shop items, selling beverages, washing and maintaining golf carts. Ability to handle money and good customer service skills are required.

**Golf Course Maintenance** - Employee will responsible for daily tasks directed by Superintendent associated with mowing, watering and maintaining the golf course itself. Responsibilities include, but are not limited to outside cleanup in landscaping, parking and golf course areas. Position requires early morning through early afternoon availability.

**Beverage Carts and Snack Bar** – Employee will be responsible for the inventory in the cart, snack bar or cooler. Employee is expected to continue to serve customer both on and off the course with a great attitude helping the Pro Shop Attendants as needed.