



# Butler's Golf Course, Inc. *or* Rock Run, Inc. Employee Application

## PERSONAL INFORMATION

- ♦ Name: \_\_\_\_\_  
Last First Middle
- ♦ Phones: Home \_\_\_\_\_  
Cell \_\_\_\_\_
- ♦ Address \_\_\_\_\_  
\_\_\_\_\_  
How long there? \_\_\_\_\_
- ♦ Were you referred to our company?  Yes  No  
If yes, by whom? \_\_\_\_\_
- ♦ Can you furnish proof of your right to work in the U.S.A.?  Yes  No
- ♦ Contact in Emergency: Name, Phone & Relationship  
1) \_\_\_\_\_  
2) \_\_\_\_\_

- ♦ Date \_\_\_\_\_
- ♦ Have you been convicted of a felony in the last 7 years?  
 Yes  No ... If yes, give charge and date  
\_\_\_\_\_  
(Conviction will not necessarily disqualify you from this job. It will be considered with respect to time, job relatedness and other relevant factors.)
- ♦ Are you over age 18?  Yes  No  
**If yes, go to Position Information section.**  
**If no, finish this section, since you are restricted to certain hours and jobs by federal and state laws.**
- ♦ Date of birth, if under age 18 \_\_\_\_\_
- ♦ Do you have or can you get School District Working Papers?  Yes  No
- ♦ Do you have parental permission to work?  
 Yes  No
- ♦ Do you have reliable transportation to and from work?  Yes  No

## POSITION INFORMATION

- ♦ Position(s) Desired: \_\_\_\_\_
- ♦ Full or part time? \_\_\_\_\_ ♦ Any shift? \_\_\_\_\_
- ♦ Minimum earnings required \$ \_\_\_\_\_
- ♦ Total hours available per week \_\_\_\_\_

Below, please list all hours that you would be available for work, if offered employment:

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
From:							
To:							

- ♦ List any restrictions: \_\_\_\_\_

## EDUCATION and EMPLOYMENT

- High School Name & Location \_\_\_\_\_ #Years Completed \_\_\_\_\_
- College/Trade School \_\_\_\_\_ #Years Completed & Major \_\_\_\_\_
- Military Service \_\_\_\_\_ Type of Discharge \_\_\_\_\_
- Do you have other experience or training that would be suited to a job here? \_\_\_\_\_  
\_\_\_\_\_

Below, list most recent EMPLOYER first. May we contact all listed employers?  Yes  No

1) Name	2) Name	3) Name
Address _____	Address _____	Address _____
Phone _____	Phone _____	Phone _____
Supervisor _____	Supervisor _____	Supervisor _____
Start Finish	Start Finish	Start Finish
Date _____	Date _____	Date _____
Wage _____	Wage _____	Wage _____
Position _____	Position _____	Position _____
Reasons for leaving _____	Reasons for leaving _____	Reasons for leaving _____

**REFERENCES**

Name Title Phone Known how, and how long?

- 1) \_\_\_\_\_
2) \_\_\_\_\_
3) \_\_\_\_\_

**If a Desired Position Requires Handling of Money:**

a) If a bill total is \$10.85, and a customer gives you a \$20.00 bill and asks for \$2.00 of quarters in their change, what change would they receive? (# nickels, \$1 bills, etc.)

b) What change would a customer receive if the bill was \$3.26 and they gave \$5.01 as payment? \_\_\_\_\_

c) What change would they receive if the bill was \$6.98 and they gave \$10.08 as payment? \_\_\_\_\_

**STATEMENT & SIGNATURE**

I certify that the information given in this application is true and complete, and I authorize you to investigate all statements provided herein and other matters related thereto. \_\_\_\_\_Initials

I hereby release employers, schools and other persons, institutions, or businesses from all liability in responding to inquiries in connection with this application. \_\_\_\_\_Initials

I understand that false or misleading information given here or in interviews may result in a refusal to hire, or discharge in the event of employment. \_\_\_\_\_Initials

If hired, I understand that employment is at will and is for no definite period of time. I may terminate my employment at any time, and I may be dismissed at any time. Nothing in this application is a contract or guarantee of employment. \_\_\_\_\_Initials

I understand that any policies or procedures implemented by the company in the event of my employment are for purposes of operations only and are not intended to be nor constitute a contract for my employment.

In addition, I understand that any of these policies or procedures may be changed at any time at the employer's discretion and without notice. \_\_\_\_\_Initials

I hereby authorize the company to withhold from my wages and tips all taxes due the federal, state, and local governments. \_\_\_\_\_Initials

I understand that this job will likely include the following: climbing flights of stairs, lifting and carrying heavy or awkward objects, being on my feet all day, tense situations, non-climate controlled or outside conditions, interactions with customers, and long and varied hours. \_\_\_\_\_Initials

Before signing this, I have asked about any specific tasks that this job might require. To the best of my knowledge, I will be able to perform all of this job's tasks with or without reasonable accommodation. \_\_\_\_\_Initials

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

**MANAGER USE ONLY**

- 1) If want to hire, first check references and doublecheck name with office and get clearance to proceed.
2) Then make conditional offer of employment. Only then can you ask if reasonable accommodation is needed. It is never OK to ask about a person's disabilities.
3) Once hired, new person must fill out I-9 and W-4. Employer must check their IDs, make copies, fill out New Hire form AND employer section of I-9, and both parties must sign I-9. If under 18, get copy of birth certificate and working papers.
4) Office must have ALL paperwork within 3 days of hiring. Absolutely no paychecks are released until all information is in.
5) Give new employee any rules or policy sheets.