

Employment Application

TELL US ABOUT YOURSELF							
Last Name		First Name		Middle Initial			
Have you ever worked or attended school under another name that we need to know to verify your records?		YES NO	If yes, Name				
Current Address			Email Address:				
City		County		State		Zip	
Telephone			How long a resident of this area?				
Social Security # (required if employed)			Do you have a legal right to remain and work permanently in the United States?		YES	NO	
Are you at least 18 years of age?	YES NO		If hired you may be required to show legal proof of age.				
Have you ever worked at IHC before?	YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, dates and reason for leaving:						
	Under what name?			Location/Department?			
EMPLOYMENT AVAILABILITY							
Position Desired				Date Available to Start			
Preferred Schedule	FULLTIME PARTTIME	Desired Rate/Salary					
Please state any days or times you cannot work							
Do you now have or plan to have other employment while employed with IHC?				YES		NO	
EMPLOYMENT HISTORY							
Employer			Job Title				
Address			Duties				
Phone							
Dates To / From			Reason for Leaving				
Supervisor Name			May we contact?	YES		NO	
Employer			Job Title				
Address			Duties				
Phone							
Dates To / From			Reason for Leaving				
Supervisor Name			May we contact?	YES		NO	

INDIAN HILL CLUB is an Equal Opportunity Employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, veteran status, or other legally protected characteristics.

EMPLOYMENT HISTORY (CONTINUED)

Employer		Job Title	
Address		Duties	
Phone			
Dates To / From		Reason for Leaving	
Supervisor Name		May we contact?	YES NO

TELL US ABOUT YOUR EDUCATION AND TRAINING

	Name & Location of School	Graduated? Y / N	Degree (Type/Title) Received
High School		Y / N	
University/College Undergraduate		Y / N	
University/College Graduate		Y / N	
Trade, Business or Correspondence School		Y / N	
Special Training or Certifications		Y / N	

REFERENCES

Name		Relationship To Reference	
Title		Phone Number	Years Known
Name		Relationship To Reference	
Title		Phone Number	Years Known
Name		Relationship To Reference	
Title		Phone Number	Years Known

PERSONAL INFORMATION

Do you have a relative in our employ? YES NO If yes, Name, Location/Department & Position:

How were you referred to IHC?

Newspaper/Internet Ad : **Agency (name) :** **(agency contact person) :**

Employee referral (name of employee) : **Other (please specify) :**

Applicant Signature: **Date of Signature:**
Application Must be signed

APPLICANTS WILL BE SUBJECT TO A CRIMINAL BACKGROUND CHECK AND WILL BE ASKED TO COMPLETE A CRIMINAL HISTORY SUPPLEMENT TO THIS APPLICATION BEFORE HIRING

(A criminal conviction will not necessarily automatically disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered. Applicants are not obligated to disclose expunged or sealed records of conviction or arrest)