

Application For Employment The Oaks Golf Course

Date: _____

PERSONAL INFORMATION

Name: _____

Present Address: _____

Permanent Address: _____

Home Phone: _____ Cell Phone: _____

E-mail _____

DESIRED EMPLOYMENT

Desired Department: Golf Food and Beverage Maintenance Any

Desired Position: _____

How did you learn about this position? _____

Have you ever applied or worked at The Oaks before, if so when? _____

EDUCATION

High School

Name and Location: _____

Number of Years Attended: _____

Did You Graduate?: _____

College

Name and Location: _____

Number of Years Attended: _____

Did You Graduate? _____

Degree: _____

Trade, Business, or Correspondence

Name and Location: _____

Number of Years Attended: _____

Did You Graduate?: _____

Degree? _____

Other Areas of Study, Training, or Special Skills. Please describe.

FORMER EMPLOYMENT *Please list last three employers starting with the most recent.*

Name of Present or Past Employer: _____

Address: _____

Start Date: _____ End Date: _____

Job Title: _____

Starting Wage: _____ Final Wage: _____

Job Description: _____

Reason for Leaving: _____

Name of Supervisor: _____

Title: _____ Phone Number: _____

Name of Past Employer: _____

Address: _____

Start Date: _____ End Date: _____

Job Title: _____

Starting Wage: _____ Final Wage: _____

Job Description: _____

Reason for Leaving: _____

Name of Supervisor: _____

Title: _____ Phone Number: _____

Name of Past Employer: _____

Address: _____

Start Date: _____ End Date: _____

Job Title: _____

Starting Wage: _____ Final Wage: _____

Job Description: _____

Reason for Leaving: _____

Name of Supervisor: _____

Title: _____ Phone Number: _____

REFERENCES

Name: _____

Address: _____

Business: _____

Years Acquainted: _____

Phone: _____

Name: _____

Address: _____

Business: _____

Years Acquainted: _____

Phone: _____

Name: _____

Address: _____

Business: _____

Years Acquainted: _____

Phone: _____

AUTHORIZATION

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative."

Signature

Date

THE OAKS GOLF COURSE

Job Interview Questions

Name: _____ Date: _____

Position Applying for?

Explain how you can be an asset to The Oaks Golf Course.

Why should we hire you and not someone else?

Desired start date? Last day of summer of golf season you are able to work?

Desired number of hours do you want to work per week?

Are you able to attend bi-weekly staff meetings throughout the season (i.e. every other Tuesday at 7 p.m.)?

Are you able to work in the winter if necessary for Friday Night fish, holiday parties, or other functions?

Are there any days or times you are not willing to work?

Do you have any planned vacations or times you know you will be unavailable to work?

Describe what good customer service means to you.

Have you had any other jobs in the service industry? If yes, please explain.

Where do you see yourself in 5 years? How do you plan to get there?

A guest approaches you and is unhappy about a certain situation that just occurred. How do you handle the situation?

Who is the most important person at work? Your Boss? The Customer? Co-workers? Yourself? Someone else? Please explain why.

Is accidentally taking a pen home from work at night considered stealing? _____

Is checking your email at work fine as long as you are not busy? _____

GOLF KNOWLEDGE

How many holes are there on the golf course? _____

What does par mean? _____

What is a birdie? _____

Can a golfer with a 4 handicap be considered an above average golfer? _____

How many golfers can you play with in your group on the golf course? _____

Name other golfer on the PGA Tour besides Tiger Woods? _____

Do you know the address for our website? _____

BASIC TRANSACTIONS

Three players in a foursome each order a Bud Light at \$4.25 each and a candy bar at \$1.00 each. The fourth player orders a Gatorade at \$2.75. One gentleman pays for the entire group by giving you \$20? What is the group's total? How much change does the gentleman receive?

A sleeve of golf balls costs \$10.61. If a guest gives you \$21.00, what is his or her change?
