



Riverside Golf Club

Est. 1893

**EMPLOYMENT APPLICATION**



**Riverside Golf Club**  
 2520 S. DesPlaines Avenue  
 North Riverside, Illinois 60546  
 (708) 447-5868

## Employment Application

**Thank you for your interest in RGC!**

*We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, handicap, national origin, or any other status protected by law.*

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address City State ZIP Code

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_ Referred by: \_\_\_\_\_

Are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? \_\_\_\_\_

### Education & Training

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Degree: \_\_\_\_\_

Describe any non-employment experience such as school or volunteer activities that might strengthen your application:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## References

Please list three professional references.

Full Name: \_\_\_\_\_ Years Acquainted: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Years Acquainted: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Years Acquainted: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

List any safety and job specific certifications you may have:

Type (CPR, First Aid, CDA, etc.)	Provider	Level	Expiration
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

What other business experience, personal experience, or training have you had that may have prepared you for this position?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Disclaimer and Signature**

Please read all statements and sign below:

I authorize Riverside Golf Club and persons listed (references, schools, current (unless noted) and former employers and any other with whom you desire to check) to communicate with regard to any relevant information that may be required to reach an employment decision. I agree to hold such persons harmless with respect to any information they may supply. I understand and agree that any offer of employment is contingent upon successful completion of all background check processes.

I certify that all information provided by me in this application is correct, accurate, and complete to the best of my knowledge. I understand that the falsification, misrepresentation, or omission of any facts in this application or any other document submitted in connection with Riverside Golf Club employment will result in denial of employment or termination of employment regardless of the timing or circumstances of discovery.

If I am employed by Riverside Golf Club I understand my employment can be terminated, with or without cause and with or without notice, at any time at the option of Riverside Golf Club or myself. I further expressly agree that, with respect to the at-will employment relationship, this constitutes the full, complete and final expression of the parties' intent concerning the nature of any employment relationship between myself and Riverside Golf Club.

I understand that all offers of employment are conditional upon my ability to provide appropriate documents regarding my identity and legal right to work in the United States. I understand that this application is only valid for the position applied for at present and that Riverside Golf Club is not obligated to retain or consider this application for future openings. If hired, I agree to abide by Riverside Golf Club policies and rules at all times. I acknowledge that I have read the above statements and understand them.

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

**DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY**

Interviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

INS Form I-9 completed? YES  NO

Hired \_\_\_\_\_ For Dept. \_\_\_\_\_ Position \_\_\_\_\_

Will Report \_\_\_\_\_ Salary Wage \_\_\_\_\_

Approved: **1** \_\_\_\_\_ **2** \_\_\_\_\_ **3** \_\_\_\_\_  
*Employment Manager Dept. Head General Manger*