

Moore's Mill Club

EMPLOYMENT APPLICATION

Moore's Mill Club is committed to equal opportunity in employment. Consistent with this commitment, applicants are considered for employment and employees are treated during employment without discrimination based on age, race, creed, color, national origin, gender, disability, marital status, veteran status, sexual orientation, religion, military status, or citizenship status or any other characteristic protected by applicable federal, state, or local law.

Please completely fill out this application. Failure to complete all sections may disqualify you from consideration for employment.

GENERAL

DATE OF APPLICATION: _____

NAME: _____
First Last Middle Initial

ADDRESS: _____
Street City, State Zip

PERMANENT ADDRESS: _____
Street City, State Zip

MOBILE #: _____ EMAIL: _____ @ _____ . _____

CAN YOU PROVIDE VERIFICATION OF YOUR CURRENT LEGAL AUTHORIZATION TO WORK IN THE U.S. FOR ANY EMPLOYER? YES NO

IF YOU ARE A MINOR CAN YOU PROVIDE WORK AUTHORIZATION? YES NO

ARE YOU OF A LEGAL AGE TO SERVE ALCOHOLIC BEVERAGES? YES NO

HAVE YOU BEEN CONVICTED OF ANY CRIMINAL OFFENSE OTHER THAN MINOR TRAFFIC VIOLATIONS WITHIN THE LAST SEVEN YEARS? YES NO

IF YES, PLEASE DESCRIBE: _____

HAVE YOU EVER BEEN TERMINATED FROM A JOB? YES NO

IF YES, PLEASE EXPLAIN: _____

POSITION

ARE YOU SEEKING: FULL TIME PART TIME TEMPORARY

WHAT POSITION ARE YOU SEEKING: _____

AVAILABLE TO BEGIN WORK: IMMEDIATELY OTHER DATE: _____

HOW DID YOU HEAR ABOUT MOORE'S MILL CLUB: NEWSPAPER INTERNET

FRIEND REFERRED by _____ WALKED BY RECRUITED by _____

HAVE YOU EVER BEEN EMPLOYED BY MOORE'S MILL CLUB BEFORE? YES NO

IF YES, WHEN: _____, WHAT POSITION _____

IF OFFERED THE JOB FOR WHICH YOU ARE APPLYING, ARE YOU ABLE TO PERFORM THE ESSENTIAL DUTIES OF THIS JOB WITH OR WITHOUT REASONABLE ACCOMMODATION? YES NO

CIRCLE DAYS / SHIFTS YOU **ARE** AVAILABLE TO WORK:

Mon AM Tue AM Wed AM Thurs AM Fri AM Sat AM Sun AM
Mon PM Tue PM Wed PM Thurs PM Fri PM Sat PM Sun PM

EDUCATION & TRAINING

EDUCATIONAL BACKGROUND: Note: If you are unsure of the accreditation of your educational institution, it must be noted on this application. Submitting degrees or coursework from a non-accredited institution will be considered a misrepresentation. Please note that we verify educational background.

SCHOOL NAME / CITY, STATE	DEGREE OR DIPLOMA RECEIVED (PLEASE NOTE GED OR OTHER EQUIVALENCY PROGRAM IF APPLICABLE)	MAJOR STUDIES
HIGHSCHOOL		
COLLEGE		
OTHER		

LIST ANY SPECIAL TRAINING RECEIVED THAT MIGHT BE RELEVANT TO THIS POSITION:

Special Training	From (Mo/Yr)	To (Mo/Yr):	Subject	Certificate

EMPLOYMENT HISTORY & EXPERIENCE

LIST YOUR EMPLOYERS, ASSIGNMENTS OR VOLUNTEER ACTIVITIES STARTING WITH YOUR MOST RECENT ONE. PLEASE EXPLAIN GAPS IN TIME IN EMPLOYMENT HISTORY. PLEASE INDICATE IF YOU WERE EMPLOYED UNDER A DIFFERENT NAME THAN THAT PROVIDED IN THIS APPLICATION. MILITARY EXPERIENCE MAY BE INCLUDED IF YOU OBTAINED SKILLS WHICH WOULD BE HELPFUL IN THE JOB FOR WHICH YOU ARE APPLYING.

IMPORTANT: THIS SECTION MUST BE COMPLETED IN DETAIL. YOU MAY ATTACH YOUR RESUME IF YOU WISH, BUT REFERENCE TO A RESUME IS NOT A SUBSTITUTE FOR COMPLETING THIS SECTION.

Date Month & Year	Name & Address of Employer	Salary/ Wage	Position Held	Reason for Leaving
To:				
From:				
Date Month & Year	Name & Address of Employer	Salary/ Wage	Position Held	Reason for Leaving
To:				
From:				
Date Month & Year	Name & Address of Employer	Salary/ Wage	Position Held	Reason for Leaving
To:				
From:				

CERTIFICATION & AUTHORIZATION

Please read carefully before signing.

I certify that the information given herein is true and complete to the best of my knowledge. I authorize Moore’s Mill Club (MMC) to investigate any information, including my employment history, educational background, credit history and record of criminal convictions that it believes is relevant to my employment application. My current and former employers, educational institutions, and personal references may provide information that they may have about me in response to inquiry from the employer. I understand that any offer of employment by MMC is contingent upon obtaining reference information learned through the above mentioned reference checks as well as upon the successful completion of a criminal history and background check. I understand that omitting material fact and/or providing false or misleading information or misrepresentations in my application, resume, or during the interview process may result in a refusal to hire, or discharge in the event of employment. I understand that I shall be required to provide documentation establishing my legal authorization for employment within the first three days of my employment. I understand that if employed, my employment will be at will and I will not have a guarantee of employment for any specific period of time unless otherwise provided in a written employment agreement signed by the General Manager and me. MMC is an Equal Opportunity Employer, and shall treat all employees and all applicants for employment equally and fairly based upon job related qualifications and in accordance with all applicable local, state and federal laws.

DATE: _____ APPLICANT’S SIGNATURE: _____