

COTTONWOOD AND PALO VERDE COUNTRY CLUBS AT SUNLAKES



APPLICATION FOR EMPLOYMENT

GENERAL INFORMATION:

Name: (Last)	(First)	(Middle Initial)	(Home Telephone)
Address (Mailing Address)	(City)	(State)	(Zip)
E-Mail Address:	Are you legally entitled to work in the U.S.?		Yes No
	Have you ever been charged/convicted of a crime?		Yes No
Referred by:	Explain:		
	Do you possess a valid Arizona driver's license?		Yes No
	Do you have a relative currently employed with the Association?		Yes No

Position Desired:

Are you able to perform essential functions of the job you are applying for, with or without reasonable accommodation?	Yes No	Will Accept: Part-Time Full-Time Temporary	Shift: Day Swing Graveyard Rotating
Have you ever worked for Sun Lakes HOA#2 before?	Yes No	If yes, when?	_____
Have you ever worked for any Sun Lakes HOA's before?	Yes No	If yes, when?	_____
Salary Desired:	\$	Date Available:	

EDUCATION AND TRAINING:

High School Graduate or General Education (G.E.D.) Test Passed Yes No
 If no, list the highest grade completed:

COLLEGE, BUSINESS SCHOOL (Most Recent First)

Name and Location	Dates Attended Month/Year	Credits Earned		Graduate	Degree & Year	Major or Subject
		Quarterly or Semester Hour	Other (Specify)			
	From			Yes		
	To			No		
	From			Yes		
	To			No		

Occupational License, Certificate or Registration	Number	Where Issued	Expiration Date
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Languages Read, Written or Spoken Fluently – Other Than English: _____

VETERAN INFORMATION

Branch of Service:	Date of Entry:	Discharge Date:
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SPECIAL SKILLS: (List all pertinent skills and equipment that you can operate)

WORK EXPERIENCE: (Most Recent First) (Include voluntary work and military experience)

Employer:	Telephone: () -	Employment Dates – Month/Year
Address: _____		From: ___/___ To: ___/___
Job Title: _____		Hours Per Week: _____
Supervisor: _____	Number Employees Supervised: _____	Last Salary: _____
Specific Duties: _____		

Reason For Leaving	May We Contact This Employer? Yes No	
Employer:	Telephone: () -	Employment Dates – Month/Year
Address: _____		From: ___/___ To: ___/___
Job Title: _____		Hours Per Week: _____
Supervisor: _____	Number Employees Supervised: _____	Last Salary: _____
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Specific Duties: _____		

Reason For Leaving	May We Contact This Employer? Yes No	
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I certify the information contained in this application is true, correct, and complete. I understand that, if employed, false statements reported on this application may be considered sufficient cause for dismissal.

Signature of Applicant: _____ Date: _____



APPLICANT AUTHORIZATION FOR REFERENCE CHECK

I authorize SUN LAKES HOA#2 to check my references by contacting persons or entities whom they deem to be an appropriate reference. I acknowledge that questions asked may be about my education and training background, character, attendance, disciplinary information, and reason for separation from former employment.

It is understood that any information given is to be used for the purpose of evaluating my acceptability for employment with SUN LAKES HOA#2.

Applicant's Signature: _____ Date: _____