## **Application for Employment**

Rattle Run Golf Course is an Equal Opportunity Employer. Employment offers are made on the basis of qualifications and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation. Screening tests for illegal drug use may be required before hiring and during your employment. Employment is on an at-will basis.

Incomplete applications will not be considered Position Applying For: Name (Last, First, Middle): Interviewed By: Street Address: City, State & Zip: Date: Social Security Number: Home Phone: Work Phone: **Email Address:** Are you eligible to work in the United How far in miles do you live from Rattle Run Golf Yes No States? Course? If NO, what is your current age? Are you 18 years of age or older? No Yes **Emergency Contact: Name** Relationship to Employee Phone/Cell number: Have you ever been employed by Rattle Yes No If YES, dates of employment & reason for leaving: Run Golf Course? Are you related to any current or past Yes ∃No If YES, their name & their relationship to you? employee? Do you have a valid driver's license? Yes □ No If YES, State of issuance, license #, and expiration date: Do you or your family members do business with Rattle Run Golf Course? If Yes, please explain: How did you learn about this employment opportunity? Check all that apply: Ad in *newspaper* ☐ Job Fair Internet Friend/ Relative Walk-In Other: Are you willing to work full or part time? If part time, please specify days and hours: If an employment offer were made, on what date would you be What is your anticipated last day of work for the season? available to start? Have you ever been convicted of a crime, excluding misdemeanors and summary offenses? If yes, please describe: **EDUCATION** Did you If No, # of If Yes, date **Degree** City/State graduate? years left received Name of School of Major to graduate Graduation High School: Yes No GED: Yes No Other School: Yes No College: Yes No College: Yes No Other credentials/ licenses/ Yes □ No professional affiliations, etc.,

	clerical skills, trade skills, etc., relevant to this have a working knowledge, and note your leve	1 1
PLEASE NOTE: Rattle Run Golf C	Course reserves the right to contact all current a	and former employers for reference information
Dates Employed (most recent position) From: To	Full time Part-time	Title:
	If part-time, # hrs./wk:	
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references:  At any time Only if I am a finalist candidate
Primary duties:		Reason for Leaving:
Dates Employed (most recent position) From: To	☐Full time ☐ Part-time  If part-time, # hrs./wk: ☐	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:	-	
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references:  At any time Only if I am a finalist candidate
Primary duties:	<u>I</u>	Reason for Leaving:
PERSONAL REFERENCES (Not a Name and Occupation	former employers or relatives) Address	Phone Number
employees for any fixed or definite period of without cause and with or without prior notice	iny does not make offers of employment to, or enter into	y, regardless of the date thereof, can be terminated with only. The information given in my application is true and
Applicant Signature:		Oate:
NOTE: Michigan has smoking ban in all place	es of employment under MI Act No: 188; as such Rattle	Run Golf Course is designated as a non-smoking facility.

## NOTICE, AUTHORIZATION AND RELEASE BACKGROUND CHECK

I, the undersigned, do hereby authorize **Rattle Run Golf Course**, to obtain various investigative reports on me. I understand that this authorization and release shall be valid for subsequent investigative reports during my period of employment with **Rattle Run Golf Course**.

Notification to Applicant/Employee that a consumer report may be obtained by employer. In compliance with public law 104-208 (the Consumer Credit Reporting Reform Act of 1996) and may be applicable state law, this notice is to inform you that a consumer report may be obtained in connection with your application for employment or current employment with the Employer.

These above-mentioned reports may include, but are not limited to, information as to my character, general reputation, and personal characteristics, discerned through employment and education verifications; personal references; personal interviews; my driving history, including any traffic citations; a social security number verification; present and former addresses; and criminal history records.

I further authorize any person, business entity or governmental agency who may have information relevant to the above to disclose the same to **Rattle Run Golf Course**, but not limited to any and all courts, public agencies, and law enforcement agencies, regardless of whether such person, business entity or governmental agency compiled the information itself or received it from other sources.

I understand that I am entitled to a complete and accurate disclosure of the nature and scope of any investigative report of which I am the subject upon my written request to **Rattle Run Golf Course**, if such is made within a reasonable time after the date hereof. I also understand that I may receive a written summary of my rights under 15 U.S.C. § 1681et.seq.

Signature:	nature:]				_ Date:			
IDENTIFY	ING INFORMAT	ION FO	R REP	ORTING A	GENCY			
Printed Name:								
First	Middle			Last				
Other Names Used (alias, maiden, ni	ckname)				Years used			
Current Address:								
Street/P. O. Box		City	State	Zip Code	County	Dates		
Former Address:								
Street/P. O. Box		City	State	Zip Code	County	Dates		
Daytime Telephone Number:			Cell	Number				
Social Security Number:		Driver's License #						
State of Issuance:	Date of Birth:				Gender:			

\* This information will enable us to properly identify you in the event we find adverse information during the course of our background search.

Rattle Run Golf Course shall maintain all information received from client necessary for the procurement of a background check in a confidential manner to protect personnel information, including, but not limited to, names, addresses, social security numbers, and dates of birth from release to any third party.