



Norfolk Yacht and Country Club

7001 Hampton Blvd. Norfolk, VA 23505
 Telephone (757) 423-4500 Fax (757) 423-6764

APPLICATION FOR EMPLOYMENT

Norfolk Yacht and Country Club does not discriminate against applicants or employees because of their age, race, color, religion, national origin, sex or on any other basis prohibited by law. Furthermore, Norfolk Yacht and Country Club will not discriminate against any applicant or employee because he or she is mentally or physically disabled, a disabled veteran or a veteran of the Vietnam era, provided he or she is qualified and meets the requirements established by Norfolk Yacht and Country Club for the job.

PLEASE TYPE OR PRINT CLEARLY			DATE	
If you need help filling out this application form or for any phase of the employment process, please notify the person who gave you this form and every effort will be made to accommodate your needs in a reasonable amount of time.				
NAME (Last) (First) (Middle)			SOCIAL SECURITY NUMBER	
CURRENT ADDRESS (Street) (City) (State) (Zip Code)			PHONE NUMBER Area Code ()	
PERMANENT ADDRESS (Street) (City) (State) (Zip Code) (if different from above)			PHONE NUMBER Area Code ()	
EMAIL ADDRESS				
ARE YOU 18 YEARS OLD OR OLDER? <input type="checkbox"/> YES <input type="checkbox"/> NO IF NOT, STATE YOUR DATE OF BIRTH _____				

TYPE OF POSITION DESIRED	
POSITION APPLIED FOR:	
<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> SEASONAL <input type="checkbox"/> TEMPORARY <input type="checkbox"/> ON CALL DATE AVAILABLE	
HAVE YOU EVER WORKED FOR NORFOLK YACHT & COUNTRY CLUB? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, WHEN AND IN WHICH DEPT.?
HAVE YOU EVER APPLIED TO NORFOLK YACHT & COUNTRY CLUB? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, WHEN?
To comply with the Immigration Reform and Control Act of 1986, if you are hired you will be required to provide documents to establish your identity and your authorization to be employed in the United States. Such documents will be required within the first three (3) business days following your hire, or upon your first work day if your employment period will be less than three (3) days.	
HOW WERE YOU REFERRED TO NORFOLK YACHT AND COUNTRY CLUB?	
ARE YOU WILLING TO TAKE A PHYSICAL EXAM AT OUR EXPENSE IF THE NATURE OF THE JOB REQUIRES ONE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
HAVE YOU EVER BEEN CONVICTED OF A CRIME (MISDEMEANOR OR FELONY)? <input type="checkbox"/> YES <input type="checkbox"/> NO	
IF YES, EXPLAIN:	(WHERE) (WHEN) (CHARGED) (SENTENCE)
(Disclosure of a criminal record will not necessarily disqualify you for employment. Each conviction will be evaluated on its own merits with respect to time, circumstances and seriousness, in relation to the job for which you are applying.)	

RECORD OF EDUCATION

Name and Address of School	DATES ATTENDED		GRADUATED		Type of Degree/ Diploma Received or Expected	Major/Minor Fields of Study
	FROM	TO	YES	NO		
	MO./YR.	MO./YR.				
High School						
College/ University						
Graduate School						
Other (Business, Technical, Secretarial, etc.)						

LIST ANY CLUBS, ORGANIZATIONS, SOCIETIES, OR PROFESSIONAL GROUPS TO WHICH YOU BELONG WHICH HAVE A DIRECT BEARING UPON YOUR QUALIFICATIONS FOR THE JOB FOR WHICH YOU ARE APPLYING.

LIST ANY HOBBIES OR INTERESTS WHICH HAVE A DIRECT BEARING ON THE JOB FOR WHICH YOU ARE APPLYING.

DO YOU POSSESS A VALID CURRENT DRIVER'S LICENSE (ONLY FOR JOBS THAT REQUIRE DRIVING A VEHICLE)?

YES NO DRIVER'S LICENSE NUMBER AND STATE _____

MILITARY SERVICE RECORD

HAVE YOU EVER BEEN A MEMBER OF THE ARMED FORCES OF THE UNITED STATES? YES NO

IF YES, LIST ANY SPECIAL SKILLS OR ABILITIES YOU DEVELOPED WHILE IN MILITARY SERVICE WHICH DIRECTLY RELATE TO THE JOB FOR WHICH YOU ARE APPLYING.

EXPERIENCE

(Most Recent Experience First)

1. NAME AND ADDRESS OF EMPLOYER	STARTING POSITION	ENDING POSITION	
	SALARY		NAME AND TITLE OF SUPERVISOR
	Starting	Ending	
	\$	\$	
FROM MO. ____ YR. ____ TO MO. ____ YR. ____ PHONE NUMBER Area Code ()	REASON FOR LEAVING		
2. NAME AND ADDRESS OF EMPLOYER	STARTING POSITION	ENDING POSITION	
	SALARY		NAME AND TITLE OF SUPERVISOR
	Starting	Ending	
	\$	\$	
FROM MO. ____ YR. ____ TO MO. ____ YR. ____ PHONE NUMBER Area Code ()	REASON FOR LEAVING		
3. NAME AND ADDRESS OF EMPLOYER	STARTING POSITION	ENDING POSITION	
	SALARY		NAME AND TITLE OF SUPERVISOR
	Starting	Ending	
	\$	\$	
FROM MO. ____ YR. ____ TO MO. ____ YR. ____ PHONE NUMBER Area Code ()	REASON FOR LEAVING		

May we contact the employers listed above? Yes No

If no, indicate by number which one(s) you do not want us to contact _____

Use this space to describe any previous work history and/or to detail particular job responsibilities listed above. Include any additional information which you feel may be relevant to the job for which you are applying.

Emergency Contact: Name:

Address:

Phone Number:

REFERENCES

(Individuals Familiar With Your Work Ability - Do Not Include Relatives)

NAME	ADDRESS/PHONE NUMBER	YEARS KNOWN/RELATIONSHIP

CERTIFICATION AND RELEASE

I hereby certify that all statements made in this application are true and correct to the best of my knowledge and belief. I understand and agree that any misrepresentation or omission of facts in my application may be justification for refusal to hire, or termination of employment.

I further understand that an investigative report may be made as to my character and general reputation. I authorize all past employers, schools, persons and organizations having relevant information or knowledge to provide it to Norfolk Yacht and Country Club or its duly authorized representative for its use in deciding whether or not to offer me employment and specifically waive any required written notification. I hereby release employers, schools, persons and organizations from all liability in responding to inquiries in connection with my application.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between Norfolk Yacht and Country Club and me for either employment or for the providing of any benefit. If an employment relationship is established, I understand that my employment can be terminated, with or without cause, at the option of either Norfolk Yacht and Country Club or myself.

In signing this form, I certify that I understand all the questions and statements in this application.

SIGNATURE OF APPLICANT

DATE

FOR EMPLOYER USE ONLY

DATE APPLICATION RECEIVED	REFERRAL SOURCE
INTERVIEWED BY	DEPARTMENT
REFERENCE CHECK COMPLETED (DATE AND BY WHOM)	
ACTION AND REASON	