

# LAKE FOREST GOLF CLUB

**You may mail in application to 3110 W. Ellsworth Road, Ann Arbor MI 48108 or stop by Clubhouse  
Questions: 734-994-8580 Ext. 1 or golf@lkforest.com**

LAKE FOREST GOLF CLUB IS AN EQUAL OPPORTUNITY AND AT WILL EMPLOYER

## EMPLOYMENT APPLICATION

(REVISED 2022)

Please complete this application in its entirety. ALL QUESTIONS MUST BE FILLED IN, If your background does not contain the information requested write "NONE" in the space provided. All persons shall have the opportunity to be considered for employment without regard to their race, color, religion, national origin or ancestry, age, handicap or disability, sex, marital status, liability for service in the armed forces of the United States, citizenship, or any other characteristics protected by federal, state or local laws. Lake Forest Golf Club reserves the right to drug test.

### PERSONAL DATA Please Print

<b>LEGAL NAME Last First Middle Initial</b>							
<b>PRESENT ADDRESS</b> Street City Zip							
<b>E - MAIL ADDRESS:</b>					<b>THE BEST TIME TO CONTACT ME IS:</b>		
<b>CELL &amp; HOUSE PHONE:</b>							
<b>POSITION(S) APPLYING FOR:</b>				<b>DESIRED NUMBER OF HOURS: (MAX &amp; MIN)</b>			
<b>WAGE DESIRED:</b>		<b>AVAILABLE TO START:</b>		<b>PLANNED VACATIONS? ABLE TO WORK HOLIDAYS?</b>		<b>CAN'T WORK PAST DATE:</b>	
<b>HOW DID YOU HEAR OF THIS JOB?</b>				<b>ARE YOU 18 YEARS OF AGE OR OLDER?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, WHAT AGE?			
<b>HAVE YOU EVER FILLED OUT AN APPLICATION WITH US BEFORE?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WHEN?				<b>DO YOU KNOW ANYONE THAT WORKS AT LFGC?</b> <input type="checkbox"/> YES, IF SO, LIST NAMES  <input type="checkbox"/> NO			
<b>HOURS &amp; DAYS AVAILABLE TO WORK:</b>  SUN MON TUES WED THURS FRI SAT				We will try to accommodate your schedule, but management reserves the right to schedule employee's hours as necessary for customer service coverage & business reasons, which may include weekends, evenings, & holidays.			
<b>FROM:</b>						<b>ARE YOU EITHER A U.S. CITIZEN OR AN ALIEN WHO HAS THE LEGAL RIGHT TO WORK IN THE JOB FOR WHICH YOU ARE APPLYING ?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO (you will be required to provide proof of your legal right if employed)	
<b>TO:</b>							
<b>HAVE YOU EVER BEEN EMPLOYED BY LAKE FOREST GOLF CLUB</b> <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, in what position? Dates employed: Why did you leave?							
<b>EDUCATION</b> (Include Jr. / Community Colleges, Trade or Business Schools) Circle Degree Name, City, State of School Major/Minor Grade Completed Credit Earned Graduate?							
HIGH SCHOOL					9 10 11 12 GED		
COLLEGE					1 2 3 4		
OTHER (SPECIFY							

**State any additional information or special skills you feel may be helpful to us in considering your application:**

Have you ever been convicted of a felony or the misappropriation of property?  Yes  No

If YES, when (month/year) \_\_\_\_\_

Explain: \_\_\_\_\_

**EMPLOYMENT HISTORY LIST BELOW YOUR WORK EXPERIENCE, STARTING WITH YOUR PRESENT OR LAST PLACE OF EMPLOYMENT.**

Dates Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Starting Wage: \_\_\_\_\_ Finishing Wage: \_\_\_\_\_

Company Name: \_\_\_\_\_ Telephone Number: (\_\_\_\_\_) \_\_\_\_\_

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

Position Held: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Dates Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Starting Wage: \_\_\_\_\_ Finishing Wage: \_\_\_\_\_

Company Name: \_\_\_\_\_ Telephone Number: (\_\_\_\_\_) \_\_\_\_\_

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

Position Held: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Dates Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Starting Wage: \_\_\_\_\_ Finishing Wage: \_\_\_\_\_

Company Name: \_\_\_\_\_ Telephone Number: (\_\_\_\_\_) \_\_\_\_\_

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

Position Held: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

ANY PERIODS OF UNEMPLOYMENT?  YES  NO If YES, please explain and give dates:

LIST ALL OTHER COMPANIES THAT HAVE EMPLOYED YOU PRIOR TO THOSE LISTED ABOVE:

I hereby certify that all information furnished by me on this application is true, and I understand that falsification, distortion or omission of any of the aforementioned information is ground for immediate dismissal, regardless of when such omission or misrepresentation might be discovered by the Company. In submitting this application, I understand and authorize Lake Forest Golf Club to check the records of various Police Departments, The Department of Defense and the Federal Bureau of Investigation and ascertain the accuracy of what I state herein. I also consent to allowing those agencies, departments, schools and individuals mentioned herein and contacted by Lake Forest Golf Club or its agent with regard to the requested information for possible employment with the Company, to release to Lake Forest Golf Club or its agents such information. **If hired, I agree to abide by the rules and regulations of Lake Forest Golf Club and understand that my employment and compensation is "at will" and can be terminated with or without notice at any time at the option of the Company or myself.** I further understand that Lake Forest Golf Club or any agent of the Company shall have the maximum discretion permitted by law to administer, interpret, modify, or discontinue, enhance or otherwise change all policies, procedures, benefits or other terms or conditions of employment. I agree, in partial consideration for my employment, that I shall not commence any action or other legal proceeding relating to my employment or the termination thereof more than six months after the termination of such employment and agree to waive any statute of limitation to the contrary. I understand that no Manager or representative of Lake Forest Golf Club, other than the Corporate Owners acting pursuant to Company By-Laws, has any authority to enter into an agreement for employment of any specified period of time or to make any agreement contrary to the foregoing.

I understand that before any offer of employment is finalized or thereafter if hired, I may be required to submit to a blood, urine and/or other testing for alcohol, drugs, or controlled substance at a Company selected facility at the Company's expense.

I HAVE READ AND UNDERSTAND THIS APPLICATION AND THE QUESTIONS, STATEMENTS AND CONDITIONS OF EMPLOYMENT CONTAINED HEREIN.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Under the Michigan Handicappers Civil Rights Act, a handicapper may allege a violation of the Act regarding the failure to accommodate only if the handicapper notified the employer in writing of the need for accommodations within 182 days after the date the handicapper knew or reasonably should have known that an accommodation was needed.