



## Employment Application

Poco Creek Golf Course

PO Box 307, Aurora, NE 68818

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address \_\_\_\_\_ Apartment/Unit # \_\_\_\_\_

Home Phone: (      ) \_\_\_\_\_  
Work Phone: (      ) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Cell Phone: (      ) \_\_\_\_\_

Date Available : \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applying for \_\_\_\_\_ Choose One: Full-Time  Part-Time   
Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO   
Other names used in the past (i.e. maiden)? YES  NO  List names: \_\_\_\_\_  
Have you pleaded guilty, no contest or been convicted of a crime? YES  NO  If so, explain: \_\_\_\_\_  
Do you have a valid driver's license? YES  NO  \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO   
College: \_\_\_\_\_ Address: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_  
Other: \_\_\_\_\_ Address: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

### Employment Experience

Beginning with your most recent position, list positions that you have held. If you have additional employment experience relevant to the position for which you are applying, please provide the requested information on a separate sheet of paper.

Company: \_\_\_\_\_ Phone: (      ) \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Dates  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your employer for a reference? YES  NO

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Company: \_\_\_\_\_ Phone: (\_\_\_\_\_)

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

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Dates \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous employer for a reference? YES  NO

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Company: \_\_\_\_\_ Phone: (\_\_\_\_\_)

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

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Dates \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous employer for a reference? YES  NO

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Company: \_\_\_\_\_ Phone: (\_\_\_\_\_)

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

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Dates \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous employer for a reference? YES  NO

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### References

Please use professional references.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: (\_\_\_\_\_)

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: (\_\_\_\_\_)

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: (\_\_\_\_\_)

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

### Additional Information

Summarize prior relevant experience and fill in periods of unemployment or periods unaccounted for in previous sections. Please use a separate sheet of paper if more space is needed.

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List any professional organizations, certifications, memberships, volunteer activities, etc. which may be *job relevant*.

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Please list any additional information you consider helpful in considering you for this position.

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### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I authorize the references, supervisors and employers listed above to provide any and all information concerning my current or previous employment. Further, I release all parties and persons from any and all liability for any damages that may result from furnishing such information.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*If using fillable .pdf type your name in place of signature*

*Thank you for your interest in employment with Poco Creek Golf Course.*