

TURNER VALLEY GOLF CLUB

NEW EMPLOYEE APPLICATION

Instructions:

Please PRINT or TYPE in all sections as thoroughly as possible, even if you are attaching a resume. It is necessary to provide complete information as this will be used to determine eligibility and qualifications for a position.

A separate application is required for each position/competition. Applications must be received at the appropriate closing location by the date indicated in the advertisement.

An electronic version of this form is available at www.turnervalleygolf.com

The personal information requested on this form is collected and managed as per applicable Privacy Legislation.

All information to us will be considered as supplied in confidence.

PLEASE E MAIL
COMPLETED FORM TO:
admin@turnervalleygolf.com

OFFICE USE ONLY
DATE RECEIVED

FOR GENERAL APPLICATION

Full Time

Part Time

TYPE(S) OF POSITION – please describe & provide preference (1to3)

Indicate (✓) the type of employment you are requesting

ProShop:

Food & Beverage:

Course & Grounds:

PERSONAL INFORMATION

LAST NAME	FIRST NAME	INITIALS	HOME TELEPHONE NO.
			CELL TELEPHONE NO.

MAILING ADDRESS	CITY	PROVINCE	POSTAL CODE

EMAIL ADDRESS

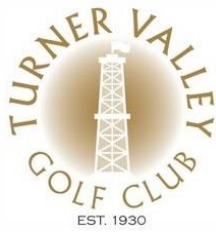
EDUCATION & TRAINING

Please describe secondary, post-secondary, courses and training which have given you work related knowledge and skills. Start with highest level achieved and specify the degrees, certificates or diplomas completed. Official documentation may be required. Attach a separate page if necessary.

NAME OF INSTITUTION OR ORGANIZATION	LOCATION	YEAR TAKEN	AREA OF STUDY / COURSE	GRADE / CERTIFICATION / DIPLOMA / DEGREE	COMPLETED YES NO (✓)	

ASSOCIATION / PROFESSIONAL AFFILIATIONS

List any active memberships, volunteer positions, or registrations in a professional or career related organization or society.



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WORK HISTORY

Have you previously been employed by Turner Valley Golf Club? **YES** **NO** **Indicate dates**

Beginning with your most RECENT experience, describe your work history. You may wish to include relevant volunteer positions. In the area for "Duties and Skills" describe the *major* duties and skills acquired/used as they relate to the position you are applying for. If any references have known you by a previous name, please specify. Attach additional pages if required.

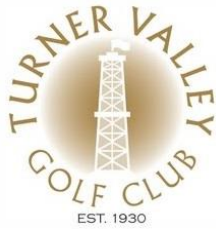
EMPLOYER AND LOCATION			FROM YYYY / MM / DD	TO YYYY / MM / DD	
SUPERVISOR – REFERENCE	SUPERVISOR'S TELEPHONE NO.	REASON FOR LEAVING			
POSITION HELD BY APPLICANT		JOB CLASSIFICATION – If applicable	SALARY	NO. OF PEOPLE SUPERVISED	- If - applicable
DUTIES AND SKILLS					

EMPLOYER AND LOCATION			FROM YYYY / MM / DD	TO YYYY / MM / DD	
SUPERVISOR – REFERENCE	SUPERVISOR'S TELEPHONE NO.	REASON FOR LEAVING			
POSITION HELD BY APPLICANT		JOB CLASSIFICATION – If applicable	SALARY	NO. OF PEOPLE SUPERVISED	- If - applicable
DUTIES AND SKILLS					

REFERENCES

Reference checks will be conducted to assess your past work performance and may include checks of attendance records. In addition to the references identified in the "Work History" section, you may wish to provide further references. If any references have known you by a previous name, please specify.

NAME	TELEPHONE NO.	RELATIONSHIP	NO. OF YEARS KNOWN



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APPLICANT SIGNATURE

Please read carefully before authorizing. This application is not valid unless your name, as authorization, is signed or written in the "Signature" space provided below. (Note: If this application is submitted electronically, it is not valid unless your name is keyed in the "Signature" space provided below).

Your authorization on this application form is your consent that as a condition of being considered for employment at (Company Name), references about past work performance will be obtained from your current and previous employers.

I certify that the information provided in this application or attachments / resume is true and complete. I understand that if any information in this application or attachments / resume is found to be untrue or incomplete, my application may be rejected or I may be terminated for just cause, in the event that I am the successful applicant.

DATE SIGNED
YYYY / MM / DD

X

SIGNATURE (If applying electronically please type your name as authorization)

FOR OFFICE USE ONLY

HIRING NOTES