



Bath and Tennis Club  
1170 South Ocean Blvd  
Palm Beach, FL 33480  
Tel: 561.832.4271; Fax: 561.832.4167  
[www.bathandtennisclub.com](http://www.bathandtennisclub.com)

# APPLICATION FOR EMPLOYMENT

## Notice to Applicants

Bath and Tennis Club is an Equal Employment Opportunity Employer. We will provide Equal Employment opportunities to qualified persons without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Bath and Tennis Club complies with the Americans With Disabilities Act of 1990.

## Applicant's Acknowledgement & Authorization

I certify that I, the undersigned applicant, have personally completed this application and all statements (verbal and written) in this application (or any other accompanying documents) are true and complete to the best of my knowledge. I understand that misrepresentation or omission of facts called for in the employment application, resume, interview process or other application material may prohibit consideration for employment at Bath and Tennis Club and maybe cause for immediate dismissal at any time without notice. I authorize the investigation of all matters contained in this application and hereby give Bath and Tennis Club permission to contact schools, present or former employers, division of motor vehicles, references, and others, and hereby release Bath and Tennis Club, schools, previous employers, and references from any liability as a result of such contact. I understand that, as a condition of my consideration for employment with Bath and Tennis Club, or at any time as a condition of my continued employment with the Company, Bath and Tennis Club may obtain a consumer report that includes, but is not limited to, my creditworthiness or similar characteristics, employment and education verifications, social security verification, criminal and civil history, personal interviews, DMV records, any other public records and any other information bearing on my credit standing, credit capacity, character, general reputation, personal characteristics and trustworthiness. I understand that, pursuant to the federal Fair Credit Reporting Act, Bath and Tennis Club will provide me with a copy of any such report if the information contained in such report is, in any way, to be used in making a decision regarding my fitness for employment with Bath and Tennis Club. I further understand that such report will be made available to me prior to any such decision being made, along with the name and address of the reporting agency that produced the report

I understand that employment by Bath and Tennis Club is "at will". This means that the employment relationship is for no specific term and may be terminated by me or Bath and Tennis Club at any time for any reason with or without advanced notice and with or without cause. It also means that Bath and Tennis Club may revise the contents of any employee handbook or personnel manual, as well as other policies, practices, rules, regulations or procedures, solely at its discretion, without notice. I further understand that acceptance of an offer of employment does not create a contractual obligation upon Bath and Tennis Club to continue to employ me in the future or for any specific term.

If employed by Bath and Tennis Club, I agree to comply with all safety regulations, company policies and procedures, and local, state and federal laws pertaining to my employment.

I have read and agree to the above terms and conditions:

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# Application for Employment:

Please answer all questions. Resumes are not accepted in lieu of completion of this application.

Last Name	First	Middle	Home Telephone
Street Address			Work/Cellular Telephone
City, State, Zip Code			Email Address
Position desired	Salary Desired	Date Available	Emergency Contact Name and Number

## HOW WERE YOU REFERRED TO THE CLUB?

Employee (Name)	Friend (Name)	Other (Explain)
Ad (Name of Newspaper/Publication)	Job Fair/Conference (When/Where)	Internet (Name of Site)

## GENERAL INFORMATION

Upon employment, are you able to provide proper documentation establishing your identity and eligibility to be legally employed in the United States?  Yes  No

Have you ever, as an individual or principal of a corporation or other business entity, been convicted of, or pled guilty or no contest to any misdemeanor or felony crime?  Yes  No (A conviction will not necessarily disqualify you from employment).

If yes, please give dates and explain.

Are you able to perform the essential requirements of this job with or without reasonable accommodation?  Yes  No

Are you at least 18 years of Age?  Yes  No (If no, you may be required to provide authorization to work).

Do you understand employment may require working weekends, holidays, overtime, and shift rotation?  Yes  No

When are you available to work?  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Full-time  Part-time

Are there any shifts or hours you cannot work?  Yes  No If yes, please identify: \_\_\_\_\_

Have you ever been employed by Bath and Tennis Club?  Yes  No

Are you related to anyone at Bath and Tennis Club?  Yes  No

If yes, please provide their name and relationship to you?

## EDUCATION

Level	Name of School, City and State	Diploma or Degree	Dates		Major
			From Mo/Yr	To Mo/Yr	
High School					
Business, Trade or Technical					
College					
Graduate School					

## EMPLOYMENT EXPERIENCE

List all work experience and begin with most recent employment.

<b>Company</b>	<b>Telephone</b>	Dates Employed		Job Title & Duties Performed
		From Mo/Yr	To Mo/Yr	
Address				
Immediate Supervisor and Title		May we contact this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
		Annual Salary		
Reason for leaving?		Starting \$	Ending \$	
<b>Company</b>	<b>Telephone</b>	Dates Employed		Job Title & Duties Performed
		From Mo/Yr	To Mo/Yr	
Address				
Immediate Supervisor and Title		May we contact this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
		Annual Salary		
Reason for leaving?		Starting \$	Ending \$	
<b>Company</b>	<b>Telephone</b>	Dates Employed		Job Title & Duties Performed
		From Mo/Yr	To Mo/Yr	
Address				
Immediate Supervisor and Title		May we contact this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
		Annual Salary		
Reason for leaving?		Starting \$	Ending \$	
<b>Company</b>	<b>Telephone</b>	Dates Employed		Job Title & Duties Performed
		From Mo/Yr	To Mo/Yr	
Address				
Immediate Supervisor and Title		May we contact this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
		Annual Salary		
Reason for leaving?		Starting \$	Ending \$	
COMMENTS: (including explanation of any gaps in employment):				

**SKILLS & QUALIFICATIONS**

Summarize specific skills and qualifications acquired from employment or other experiences that are related to the position for which you are applying.

Typing Speed (if applicable):

Computer Skills (Indicate software/programming languages/tools used):

Foreign Languages:

Other:

Do you read, write, and speak English?

Do you have any experience, training, qualifications, or special skills which you think make you especially suited for work at this company? (Explain):

**PROFESSIONAL LICENSES**

List any professional license(s) that are related to the position for which you are applying and list state(s) in which licensed:

Professional License or Certification	License Number	State	Expiration Date (mm/dd/yyyy)

**DRIVING RECORD**

This section is to be completed only by those applying for positions driving a company vehicle or regularly operating an automobile during Company business (must have valid license).

Driver's License Number:

Issuing State:

List all Traffic Violations that you have received in the last 36 months (other than parking violations).

Date of Violation	Offense	City, State

**REFERENCES**

List three business/work references that are not related to you and are not previous supervisors. If not applicable, list three school or personal references that are not related to you.

Name	Telephone	Years Known	In what capacity did this person observe you or your work?

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**