

Employment Application



The Greenbrier Sporting Club Development Co, Inc.
The Greenbrier Sporting Club Inc.
The Greenbrier Sporting Club Community Association, Inc.
One Sporting Club Drive · White Sulphur Springs, West Virginia 24986
P 304-647-6440 F 304-647-6110
www.greenbrierliving.com/employment
Equal Opportunity Employers*

Name: _____

You may request any needed accommodations to participate in the application or hiring process.

HIRING PROCESS

Thank you for considering GSCD, GSC, and GSCCA as employers. As you go through the employee selection process, we may request additional information about you using the following selection tools. Please review these procedures and acknowledge your understanding by signing your name in the space provided below.

1. **Employment Application-** Complete all sections that pertain to you. A resume may be submitted but is not a substitute for the application. Sign and date the application. The employment application allows GSCD, GSC and GSCCA to determine your qualifications and experience. By signing the application, you authorize GSCD, GSC, and GSCCA to verify the information contained in the application. Falsification of information on the application or failure to provide information can result in disqualification for employment or termination of employment if discovered after hire.
2. **Employment Interviews-** Several personal interviews may be conducted with you in order to provide more detailed information regarding your background qualifications.
3. **Employment Eligibility Verification-** This form is required by the U.S. Department of Justice and the Immigration and Naturalization Service. It is used to verify your identity and eligibility to work in the United States.
4. **Test of Evidence of Illegal Substance Abuse-** This is any approved test, which searches for abusive levels of any illegal chemical substance.
5. **Reference Checks-** Former employers and educational references are verified prior to an offer of employment.
6. **Records Checks-** Verification and information checks with the Social Security Administration, criminal courts, state and county repositories of criminal records, Department of Motor Vehicles and credit bureaus. If financial or credit investigations are made a written request as to the nature and scope of investigation may be made.

I have read and understand the employee selection procedures utilized by GSCD, GSC and GSCCA.

Applicant Signature _____ Date _____

Drug Testing

GSCD, GSC and GSCCA conduct business with the highest possible degree of safety and efficiency. As a condition of employment, GSCD, GSC and GSCCA reserve the right to require blood, urinalysis, hair follicle, or any other approved methods of screening to determine the presence of illegal drugs. Results of these tests could impact employment. In addition, all Employees of the companies are subject to hair follicle test, blood test, urinalysis, or any other approved method of testing to determine the presence of drugs and/or alcohol. Results of these tests could impact continued employment.

Applicant Signature _____ Date _____

All applications will be held on file during the year in which it was submitted. Please submit only one application per year.

*GSDC, GSC, GSCCA are Equal Opportunity Employers and do not discriminate based on race, ethnicity, color, national origin, religion, sex (including pregnancy), age, sexual orientation, disability, marital status, gender, veteran and military status or any other categories protected under federal or state antidiscrimination laws.

The questions on this application are designed to collect information from you so GSCD, GSC and GSCCA can make an informed and objective decision about your application for employment. Please answer the questions as completely as possible. Continue answers on a separate page if more space is needed.

PERSONAL INFORMATION (Please print)

Name: _____
Last First MI

For the purposes of verifying past work record, background and educational history, have you used another name?

If so, please list: _____

Mailing Address: _____
Street

Current Phone: _____
City State Zip Code
() Alternate Phone: ()

E-Mail Address: _____

Positions Sought: 1. _____ 2. _____ 3. _____

Salary or Hourly Wage desired: _____

Check each employment status and schedule you would accept: FULL-TIME PART-TIME TEMPORARY
 SEASONAL DAYS EVENINGS NIGHTS (11P-7A) WEEKENDS HOLIDAYS SPLIT SHIFTS

In order to evaluate potential for ethical conflict of interests, please list any friends or relatives who work for or conduct business with GSCD, GSC or GSCCA or affiliated companies:

Name Position Relationship to you

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Have you ever worked for GSCD, GSC or GSCCA in the past? No _____ Yes _____

If yes, list dates: _____ Position: _____

Are you legally eligible for employment in the US? No _____ Yes _____
(Proof of eligibility will be required upon offer of employment)

Are you at least 18 years of age? No _____ Yes _____

Can you with or without reasonable accommodation perform the essential functions of this job? No _____ Yes _____
(If you have any questions about the functions of the job, please ask the interviewer before answering this question.)

GENERAL EXPERIENCE

List several things that you've done of which you are most proud, and that you would like to have considered as GSCD, GSC and GSCAA review your application for employment.

1. _____
2. _____
3. _____

EMPLOYMENT HISTORY

Complete this section in full, even if accompanied by a resume. List all jobs, military service and self-employment over the past 10 years, beginning with present job.

May we contact your **present employer** or supervisor? Yes _____ No _____

Present (or Last) Employment

Company Name: _____
Address: _____ City & State _____
Phone #: _____ Job Title _____
Date of Employment From: ____/____/____ To: ____/____/____ #Hrs/Wk _____
Supervisor's Name: _____ Phone: _____
Duties & Responsibilities: _____

Reason for leaving: _____
Explain any gap in work history: _____

Next Previous Employment

Company Name: _____
Address: _____ City & State _____
Phone #: _____ Job Title _____
Date of Employment From: ____/____/____ To: ____/____/____ #Hrs/Wk _____
Supervisor's Name: _____ Phone: _____
Duties & Responsibilities: _____

Reason for leaving: _____
Explain any gap in work history: _____

Next Previous Employment

Company Name: _____
Address: _____ City & State _____
Phone #: _____ Job Title _____
Date of Employment From: ____/____/____ To: ____/____/____ #Hrs/Wk _____
Supervisor's Name: _____ Phone: _____
Duties & Responsibilities: _____

Reason for leaving: _____
Explain any gap in work history: _____

Next Previous Employment

Company Name: _____
Address: _____ City & State _____
Phone #: _____ Job Title _____
Date of Employment From: ____/____/____ To: ____/____/____ #Hrs/Wk _____
Supervisor's Name: _____ Phone: _____
Duties & Responsibilities: _____

Reason for leaving: _____
Explain any gap in work history: _____

Have you ever been fired or been asked to resign by an employer? No ____ Yes ____ (If so, explain)

*Use additional sheets if necessary to document all employment within the past 10 years.

EDUCATION AND TRAINING

High School, College or Technical School	City & State	Course of Study or Major	Degree/Certificate Received
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Academic honors, memberships in academic/professional/trade organizations or participation in any offices held in outside activities or community organizations that you feel are significant. (Omit all information indicative of age, sex, race, religion, national origin, disability, color, creed, ancestry or marital status.)

SKILLS

Computer Skills (list programs you are skilled in)	Type of Skill	Years of Experience	Skill Level (Beginner, Intermediate, Advanced)
Technical Skills (Carpentry, Electrical, Mechanical, Painting, Plumbing, Welding, etc)			
Licenses/Certificates (CDL, CPR, Firefighter, etc)			

If the position for which you have applied requires a valid driver's license, can you provide one? ___ No ___ Yes

Have you been convicted of any moving violations in the past five years? ___ No ___ Yes

If yes, please explain: _____

AGREEMENT

Please read the following statements carefully:

1. I certify that the answers given herein are true and complete to the best of my knowledge and are subject to confirmation by GSCD, GSC and GSCCA.
2. I hereby acknowledge notification, in compliance with the Fair Credit Reporting Act, that GSCD, GSC and GSCCA may make such investigations and inquiries of my person, employment, financial, or other related matters as may be necessary in arriving at an employment decision. I hereby release related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, and all persons contacted from all liability.
3. In the event of employment, I understand I am applying for employment which can be terminated at will by either myself or GSCD, GSC or GSCCA at any time and that nothing contained in any manual, brochure, or other GSCD, GSC or GSCCA materials shall constitute an implied contract for employment. I also acknowledge that GSCD, GSC or GSCCA may request previous employment information to evaluate my qualifications for employment. Upon written request, information as to the nature and scope of such report will be provided. I understand that false or incomplete information in an application for employment is grounds for dismissal and forfeiture of all related benefits. I understand that I am required to abide by all company rules and regulations.
4. I understand that the information contained herein is to be used in a confidential manner.
5. I understand that this application will expire at the end of this calendar year.

Signature _____

Date _____