

# APPLICATION FOR EMPLOYMENT

Hide-A-Way Lake Club, Inc. considers applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap or any other legally protected status.

**(PLEASE PRINT)**

## PERSONAL DATA

Position applied for \_\_\_\_\_ Date \_\_\_\_\_

Name (last, first, middle) \_\_\_\_\_

Social Security Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Message Phone ( ) \_\_\_\_\_

If employed, can you provide proof of U. S. citizenship? Yes No

Referred by: Advertisement Friend Relative Walk-In Other

On what date would you be available for work? \_\_\_\_\_

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "layoff" status and subject to recall? Yes No

Have you ever applied to work for Hide-A-Way Lake Club, Inc. before? If so, what position and when?  
\_\_\_\_\_  
\_\_\_\_\_

## EDUCATION RECORD

**High School**

Address \_\_\_\_\_

Degree(s) or diploma(s) \_\_\_\_\_

**College/University**

Address \_\_\_\_\_

Degree(s) or diploma(s) \_\_\_\_\_

**Trade or Technical Training**

Address \_\_\_\_\_

Degree(s) or diploma(s) \_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

**MILITARY SERVICE**

Branch of Service

Date of Service

Duties/Special Training

**EMPLOYMENT HISTORY**

**Begin with most recent employer.**

**1. Employer**

**Dates of Employment**

Address

City

State

Zip Code

Phone ( )

Beginning Salary \$

Ending Salary \$

Title/Duties

Manager's Name

Why did you leave?

**2. Employer**

**Dates of Employment**

Address

City

State

Zip Code

Phone ( )

Beginning Salary \$

Ending Salary \$

Title/Duties

Manager's Name

Why did you leave?

**3. Employer**

**Dates of Employment**

Address

City

State

Zip Code

Phone ( )

Beginning Salary \$

Ending Salary \$

Title/Duties

Manager's Name

Why did you leave?

If you need additional space, please continue on a separate sheet of paper.

**SPECIAL SKILLS AND QUALIFICATIONS**

Summarize special job-related skills and qualifications acquired from employment or other experience.

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**PERSONAL DATA**

Have you ever been convicted of a crime (other than traffic violations) or been imprisoned? A conviction will not necessarily disqualify an applicant from employment.  
Yes No If "Yes," please explain.

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Names of friends or relatives that are employed by Hide-A-Way Lake Club, Inc.

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**REFERENCES**

List three professional references that have known you at least two years and are familiar with the quality of your work or have worked directly with you.

**1. Reference Relationship**

Work Phone ( ) Home Phone ( )

Address

City State Zip Code

**2. Reference Relationship**

Work Phone ( ) Home Phone ( )

Address

City State Zip Code

**3. Reference Relationship**

Work Phone ( ) Home Phone ( )

Address

City State Zip Code

**APPLICANT'S STATEMENT**

My application for employment shall be considered active for a period of time not to exceed 45 days. If I wish to be considered for employment beyond this time period I must inquire as to whether or not applications are being accepted at that time. I understand that this application will be given every consideration, but its receipt does not imply I will be employed.

I hereby authorize Hide-A-Way Lake Club, Inc. to perform a background check and to investigate the accuracy of the information submitted on this Application for Employment, my resume or any other information I provide. I authorize my current and previous employers, schools that I have attended, licensing bureaus and all credit sources to disclose to Hide-A-Way Lake Club, Inc. such information about me as Hide-A-Way Lake Club, Inc. may request, and I hereby release Hide-A-Way Lake Club, Inc. and all persons and organizations contacted from all claims and liabilities of any nature arising from such investigation or information given.

I hereby authorize Hide-A-Way Lake Club, Inc. to file a Texas Workers' Compensation Prospective Employment Authorization and Certification, Form TWCC-156, and should the position I am applying for require operating a motor vehicle, to obtain a motor vehicle record report. Should any license or certification be required for the position for which I am applying, loss or impairment of such certification or license will be cause for immediate discharge. I understand that I will be required to pass a drug screen before a final offer of employment is made. I hereby give my consent to The Lab in Tyler, Texas to perform the drug screen and I further give my consent to The Lab to release the results of said drug screen to Hide-A-Way Lake Club, Inc.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Hide-A-Way Lake Club, Inc. is of an "at will" nature, which means that I may resign at any time and Hide-A-Way Lake Club, Inc. may discharge me at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the General Manager of Hide-A-Way Lake Club, Inc.

In the event of employment, I understand that false or misleading information given in any application or interview(s) will result in my discharge. I understand, also, that I am required to abide by all rules and regulations of Hide-A-Way Lake Club, Inc.

I certify that answers given herein are true and complete to the best of my knowledge.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date