

**APPLICANT IDENTIFICATION FORM FOR
NORTHERN CALIFORNIA GOLF ASSOCIATION**

PLEASE READ CAREFULLY:

The California Fair Employment and Housing Commission requires employers to obtain certain information from each job applicant. COMPLETION OF THE INFORMATION ON THIS PAGE IS VOLUNTARY. Information provided will be kept separate from your job application and will not be considered in employment or hiring decisions, or in any discriminatory purpose. It will not be kept in your personnel file and will not be made available to managers or employees.

Today's Date: _____

Applicant Name: _____

Job Applying For: _____

Applicant's Sex: Male Female

Race: ___ White ___ Asian ___ American Indian or Alaskan Native
 ___ Hawaiian or other Pacific Islander-Asian ___ Black or African American
 ___ Hispanic or Latino ___ Two or more races Non – Hispanic White

Check if applicable: Veteran ___ No ___ Yes

_____ I do not wish to complete this form

NORTHERN CALIFORNIA GOLF ASSOCIATION

EMPLOYMENT APPLICATION

3200 Lopez Road
Pebble Beach, CA 93953
(831) 622-8213
(831) 625-7203 Fax
www.ncga.org

NORTHERN CALIFORNIA GOLF ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER

State and federal laws prohibit discrimination in employment because of race, color, national origin, ancestry, sex, religion, age, mental or physical disability, veteran status, medical condition, marital status, sexual orientation, pregnancy, or any other characteristic protected by federal, state or local law.

NOTE: Please answer all questions completely and accurately. False or misleading statements during the interview and/or on this form are grounds for terminating the application process, or if discovered after employment, terminating the employment relationship.

PERSONAL INFORMATION

Please print clearly. Use additional pages as necessary

1. Name: _____
Last First Middle

2. Address: _____
Street City State Zip

3. Telephone Number: (____) _____ - _____ 4. E-Mail Address: _____

5. Are you at least 18 years old? Yes No If employed and under the age of 18, can you furnish a work permit? Yes No

6. Do you have a legal right to work in the United States? Yes No

If employed, you will be required to provide proof.

7. Have you applied to Northern California Golf Association for employment in the past? Yes No

If yes, when? _____ Position applied for: _____

8. Do you have any relatives currently employed by Northern California Golf Association? Yes No

If yes, who? _____ What relation to you? _____

9. Have you ever used another name that we would need in order to verify your employment experience and education?

Yes No If yes, indicate such name and the date the name changed: _____

10. Are you currently employed? Yes No If yes, may we contact your current employer at anytime? Yes No

You may contact my current employer, but only when: _____

POSITION

- Position for which you are applying: _____

First Choice
Second Choice
- Salary/wage desired: _____ per _____
- Are you available to work:

<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Temporary	<input type="checkbox"/> On-Call
<input type="checkbox"/> Evenings	<input type="checkbox"/> Weekends	<input type="checkbox"/> Overtime	<input type="checkbox"/> Split Shift
<input type="checkbox"/> Other: _____			
- When would you be available to start working? _____
- How did you hear about the availability of the position for which you are applying?

<input type="checkbox"/> Newspaper Advertisement	<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Current Employee
<input type="checkbox"/> Friend	<input type="checkbox"/> Relative	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Other: _____		
- If the position for which you applying required the use of a vehicle, do you have a valid driver's license? Yes No
 License #: _____ Class: _____ State: _____ Expiration Date: _____
- Can you perform any or all of the job functions for the position you are seeking, either with or without reasonable accommodation? Yes No
- Can you meet the attendance standards of our company, which requires all employees to report for work on time for all scheduled days or shifts? Yes No

SPECIAL SKILLS AND TRAINING

- Describe specialized training, apprenticeships, skills or research: _____

- List current certifications and/or professional licenses, if any, and where registered: _____

- Office/business equipment and software qualified or trained to use: _____

- Check special skills or training:

<input type="checkbox"/> Keyboarding _____wpm <input type="checkbox"/> 10-Key <input type="checkbox"/> Marketing <input type="checkbox"/> Sales	<input type="checkbox"/> Golf Experience <input type="checkbox"/> Information Systems Mgt. <input type="checkbox"/> Public/Customer Relations	Software <input type="checkbox"/> Word Processing <input type="checkbox"/> Spreadsheet <input type="checkbox"/> Data Base <input type="checkbox"/> Windows <input type="checkbox"/> Other	Please List Programs (i.e., Word, Excel, etc.): _____ <input type="checkbox"/> basic <input type="checkbox"/> advanced _____ <input type="checkbox"/> basic <input type="checkbox"/> advanced _____ <input type="checkbox"/> basic <input type="checkbox"/> advanced _____ <input type="checkbox"/> basic <input type="checkbox"/> advanced _____ <input type="checkbox"/> basic <input type="checkbox"/> advanced
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- Please indicate any language skills, other than English, below:

LANGUAGE	READING			SPEAKING			UNDERSTANDING			WRITING		
	FLUENT	GOOD	FAIR	FLUENT	GOOD	FAIR	FLUENT	GOOD	FAIR	FLUENT	GOOD	FAIR

EMPLOYMENT EXPERIENCE

Directions: Begin with your present or last job. Account for all periods of time, including military experience, and periods of unemployment and the nature of your activities. Since we will make every effort to contact previous employers, the correct telephone numbers are appreciated.

THE FOLLOWING MUST BE COMPLETED IN DETAIL— RESUMES ARE NOT ACCEPTED IN LIEU OF THIS INFORMATION.

1.

Employer		Dates Employed		Key Responsibilities
		From	To	
Address				
Telephone Number ()	Supervisor's Name, Title and Telephone Number ()			
Job Title		Hourly Rate/Salary		
		Starting	Final	
Reason for Leaving: <input type="checkbox"/> Resigned <input type="checkbox"/> Laid off <input type="checkbox"/> Discharged				
Why?				

2.

Employer		Dates Employed		Key Responsibilities
		From	To	
Address				
Telephone Number ()	Supervisor's Name, Title and Telephone Number ()			
Job Title		Hourly Rate/Salary		
		Starting	Final	
Reason for Leaving: <input type="checkbox"/> Resigned <input type="checkbox"/> Laid off <input type="checkbox"/> Discharged				
Why?				

3.

Employer		Dates Employed		Key Responsibilities
		From	To	
Address				
Telephone Number ()	Supervisor's Name, Title and Telephone Number ()			
Job Title		Hourly Rate/Salary		
		Starting	Final	
Reason for Leaving: <input type="checkbox"/> Resigned <input type="checkbox"/> Laid off <input type="checkbox"/> Discharged				
Why?				

4.	Employer	Dates Employed from _____ to _____	Address	Job Title
5.	Employer	Dates Employed from _____ to _____	Address	Job Title
6.	Employer	Dates Employed from _____ to _____	Address	Job Title
7.	Employer	Dates Employed from _____ to _____	Address	Job Title

EDUCATION and TRAINING

TYPE of SCHOOL	SCHOOL NAME, CITY and STATE		MAJOR	Circle Last Year
High School				9 10 11 12
Community College		From: To:	Degree: <input type="checkbox"/> Yes <input type="checkbox"/> No	1 2
College/University		From: To:	Degree: <input type="checkbox"/> Yes <input type="checkbox"/> No	1 2 3 4
Graduate School		From: To:	Degree: <input type="checkbox"/> Yes <input type="checkbox"/> No	1 2 3 4
Business/Trade/Night School		From: To:	Degree: <input type="checkbox"/> Yes <input type="checkbox"/> No	1 2 3 4

EMPLOYMENT REFERENCES

Name	Business Relationship	Organization/Address	Telephone
			()
			()
			()

CERTIFICATION

DIRECTIONS: PLEASE READ AND INITIAL THE FOLLOWING CAREFULLY BEFORE SIGNING THIS APPLICATION FORM

I hereby certify that I have personally completed this application and that the answers given by me to the foregoing questions and statements are true and complete and that no material fact has been omitted. I understand that any false statements appearing on this or any other employment form will be sufficient reason to end further consideration of this application and not hire me; if discovered after my employment, such false statement will be sufficient reason for dismissal from the services of Northern California Golf Association regardless of the time that has elapsed before discovery.

I authorize Northern California Golf Association or it's designated agents to contact my references and to investigate my past employment, education credentials, Department of Motor Vehicles driving record, and other employment-related activities, without giving me prior notice of such disclosure. I agree to cooperate in such investigations and release those parties supplying such information to Northern California Golf Association from all liability or responsibility with respect to information supplied to Northern California Golf Association.

I understand that filing this application in no way assures me a position with Northern California Golf Association, and that this application is not, and is not intended to be, a contract of employment. I understand that if employed, my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, and at the option of either Northern California Golf Association or myself. I further understand that no one other than the Executive Director of the Northern California Golf Association has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

If employed by Northern California Golf Association, I agree to abide by the rules, policies and procedures of Northern California Golf Association and subsequent rules, policies and procedures that may become effective after employment. I understand that my initial and continued employment may be contingent upon the successful completion of a medical examination, and such examination may include drug and alcohol screening. I understand that Northern California Golf Association believes strongly in a drug-free work environment and agree to abide by the drug and alcohol policies of Northern California Golf Association during the time of my employment.

Signature of Applicant _____

Date _____