



# THE LOS ANGELES COUNTRY CLUB

## PRE-APPLICATION REQUIREMENTS APPEARANCE CODE AND GROOMING STANDARDS

The Los Angeles Country Club employees are expected to follow proper grooming and appropriate dress standards. Attire must be neat, clean, coordinated and reflect good taste.

Skirt lengths must not be more than three inches above the knee. Appropriate undergarments are to be worn at all times. Hair must be well managed and, when working in food and beverage positions, must be pulled back away from the face and restrained.

No beards, unusually long sideburns or other facial hair is allowed. Neatly trimmed mustaches are acceptable. Socks must be worn as appropriate.

Examples of attire and grooming that are not acceptable and for which an employee may be sent home include exotic clothes, extreme hair styles, unkempt nails, nail art, visible tattoos, strong perfume or cologne, conspicuous jewelry and/or heavy cosmetic use. Denim jeans, jumpsuits, miniskirts, sun dresses, shorts, T-shirts, tank tops, sandals, slippers, flip flops, leggings, clogs or casual attire are also not permitted.

If required, uniforms are issued by the Club and must be worn without exception. Additions, omissions and alterations are not acceptable. Employees are responsible for looking presentable at all times and ensuring uniforms are clean, pressed, properly fitted and in good condition.

Name badges are required for uniformed personnel and are to be worn at all times on the left side of the chest.

The Club reserves the right to require an employee to change and/or be sent home if attire is inappropriate or if an employee is not in proper uniform. In such cases the employee may also be subject to disciplinary action.

Permission to deviate from the Club's and/or departmental dress code and grooming standards may be granted by the General Manager in situations where there is no potential for member/guest contact, medically mandated reasons and/or during special Club authorized events.

These are only general guidelines. If you are hired, detailed and descriptive dress code, hygiene and grooming requirements will be provided in orientation and further specifications particular to your department will be explained to you by the manager prior to the first day worked.

If you have any questions, please inquire with Human Resources prior to completing this application.



## THE LOS ANGELES COUNTRY CLUB APPLICATION FOR EMPLOYMENT

The Los Angeles Country Club is an equal opportunity employer. Prospective employees will receive consideration without discrimination because of race, creed, color, sex, gender expression, gender identity, sexual orientation, age, religion, national origin, mental disability, medical condition, genetic information, marital status, military and veteran status or any other basis protected by law.

Date: \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Position Desired \_\_\_\_\_ Desired Rate of Pay \_\_\_\_\_

Social Security # \_\_\_\_\_

Have you ever applied for employment with the The Los Angeles Country Club? Yes  No

If yes, what department? \_\_\_\_\_ Date applied \_\_\_\_\_

Are you available for full-time work? Yes  No  If not, what hours can you work? \_\_\_\_\_

Will you work overtime if asked? Yes  No  When would you be available to begin work? \_\_\_\_\_

If offered employment, can you provide proof of eligibility to work in the United States? Yes  No

Other special training or skills (languages, machine operation, computer software knowledge):

Have you ever been terminated or asked to resign from employment? Yes  No  If yes, please explain:

Please provide the name and telephone number of an emergency contact:

EDUCATION

**Graduate School** (Name & Location) \_\_\_\_\_

Course of Study \_\_\_\_\_ No. of Years Completed \_\_\_\_\_

Did you graduate? Yes  No  Degree or Diploma \_\_\_\_\_

**College or University** (Name & Location) \_\_\_\_\_

Course of Study \_\_\_\_\_ No. of Years Completed \_\_\_\_\_

Did you graduate? Yes  No  Degree or Diploma \_\_\_\_\_

**Business/Trade/Technical School** (Name & Location) \_\_\_\_\_

Course of Study \_\_\_\_\_ No. of Years Completed \_\_\_\_\_

Did you graduate? Yes  No  Degree or Diploma \_\_\_\_\_

**High School** (Name & Location) \_\_\_\_\_

Course of Study \_\_\_\_\_ No. of Years Completed \_\_\_\_\_

Did you graduate? Yes  No  Degree or Diploma \_\_\_\_\_

Membership in Professional or Civic Organization (exclude those which may disclose your race, color, religion, national origin or any other characteristic protected by law):

PREVIOUS EMPLOYMENT HISTORY

PLEASE GIVE AN ACCURATE AND COMPLETE FULL-TIME & PART-TIME EMPLOYMENT RECORD FOR THE LAST TEN (10) YEARS. START WITH YOUR PRESENT OR MOST RECENT EMPLOYER. INCLUDE ALL GAPS.

Company Name \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone \_\_\_\_\_ Employed From (date): \_\_\_\_\_ Employed To (date): \_\_\_\_\_

Position Held \_\_\_\_\_ Rate of Pay \_\_\_\_\_

Describe Work:

Reason for Leaving:

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Company Name \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone \_\_\_\_\_ Employed From (date): \_\_\_\_\_ Employed To (date): \_\_\_\_\_

Position Held \_\_\_\_\_ Rate of Pay \_\_\_\_\_

Describe Work:

Reason for Leaving:

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Company Name \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone \_\_\_\_\_ Employed From (date): \_\_\_\_\_ Employed To (date): \_\_\_\_\_

Position Held \_\_\_\_\_ Rate of Pay \_\_\_\_\_

Describe Work:

Reason for Leaving:

We may contact the employers listed above unless you indicate those you do not want us to contact.

DO NOT CONTACT (Employer & Telephone Number) \_\_\_\_\_

Reason:

Did you serve in the U.S. Armed Forces? Yes  No

If yes, in what branch? \_\_\_\_\_

Describe any training received relevant to the position for which you are applying:

What was your previous address? \_\_\_\_\_

How long did you reside at previous address? \_\_\_\_\_

How long have you resided at present address? \_\_\_\_\_

If you are under 18 years of age, can you provide proof of eligibility to work? Yes  No  Not applicable

Have you ever been convicted of a crime in the past seven years, excluding convictions that have been judicially dismissed or ordered sealed, and marijuana related misdemeanors more than two years old as set forth in *California Labor Code* 432.8? Yes  No

If yes, describe in full. (A “yes” answer does not automatically disqualify you for employment with The Los Angeles Country Club. The Club may consider the nature, date and circumstances of the offense as well as whether the offense is relevant to the duties of the position for which you are applying.):

State any names of relatives and friends working for us:

Can you perform the essential functions of the position for which you applying with or without reasonable accommodation?

Yes  No

The information provided in this Application for Employment is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

I understand that acceptance of an offer of employment does not create a contractual obligation upon The Los Angeles Country Club to continue to employ me in the future. I understand that employment with The Los Angeles Country Club is at-will, meaning that the terms and conditions of employment may be changed with or without notice, with or without cause, including, but not limited to, termination, demotion, promotion, compensation, benefits, duties and location of work. I understand that no representative of The Los Angeles Country Club has the authority to make assurances to the contrary.

Signature \_\_\_\_\_

