



◆ Columbine Lake Country Club, Inc. ◆ P. O. Box 714 ◆ Grand Lake, Colorado 80447 ◆

Office: (970) 627-8120  
Fax: (970) 627-3313  
Clubhouse: (970) 627-3958  
Email: office@ColumbineLake.com  
Web site: www.ColumbineLake.com

## APPLICATION FOR EMPLOYMENT CLCC Administrator/Bookkeeper

DATE OF APPLICATION: \_\_\_\_\_ (Must be received by CLCC by 5:00 pm April 30, 2014)

Name:

\_\_\_\_\_

Last First Middle  
Address:

\_\_\_\_\_

Street or PO Box Apt No. City/State Zip

Alternate Address:

\_\_\_\_\_

Street or PO Box Apt No. City/State Zip

Contact Information: (\_\_\_\_\_) (\_\_\_\_\_) \_\_\_\_\_  
Home Telephone Mobile Telephone Email

How did you learn about this position? \_\_\_\_\_

Available Start Date: \_\_\_\_\_, 2014

Desired Pay Range (Annual Salary): \$ \_\_\_\_\_ to \$ \_\_\_\_\_

Are you currently employed? Yes \_\_\_ No \_\_\_

### EDUCATION

Name and Location Graduate Y/N Degree -Type Subjects of Study/Major

High School \_\_\_\_\_

Trade School \_\_\_\_\_

Community College \_\_\_\_\_

College or University \_\_\_\_\_

Military \_\_\_\_\_

## **SKILLS/EXPERIENCE**

**[Please describe your skills and areas of highest proficiency, special skills or experience that may contribute to your abilities to perform the duties of Administrator/Bookkeeper of CLCC. (Job Description available at [www.columbinelake.com](http://www.columbinelake.com).)]**

## PREVIOUS EMPLOYMENT

*(Please list from most recent)*

1. Dates Employed

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Employer Name, Address & Telephone Number

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Role/Title

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Tasks Performed

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Reason for  
Leaving \_\_\_\_\_

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2. Dates Employed

---

Employer Name, Address & Telephone Number

---

Role/Title

---

Tasks Performed

---

Reason for  
Leaving \_\_\_\_\_

---

3. Dates Employed

---

Employer Name, Address & Telephone Number

---

Role/Title

---

Tasks Performed

---

Reason for  
Leaving \_\_\_\_\_

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4. Dates Employed

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Employer Name, Address & Telephone Number

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Role/Title

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Tasks Performed

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Reason for  
Leaving \_\_\_\_\_

5. Dates Employed

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Employer Name, Address & Telephone Number

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Role/Title

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Tasks Performed

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Reason for  
Leaving \_\_\_\_\_

6. Dates Employed

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Employer Name, Address & Telephone Number

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Role/Title

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Tasks Performed

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Reason for  
Leaving \_\_\_\_\_

**Please add any others.**

## REFERENCES

Name	Address	Phone Number

I have a current valid Driver's License Yes \_\_\_ No \_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Other licenses, certifications, or professional organizations:

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I agree and consent to having Columbine Lake Country Club, Inc. contact References, current and past employers and to do background checks which may require my fingerprints and/or Social Security Number which may be provided at later date, upon request of CLCC.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***This application must be received in the offices of the Columbine Lake Country Club no later than 5:00 pm on April 30, 2014.***