

SHENOROCK SHORE CLUB
Milton Point, Rye, New York 10580
Phone: 914-967-3700 Fax: 914-967-1549
EMPLOYMENT APPLICATION

We appreciate your interest in Shenorock Shore Club, Inc. (the "Club"). The Club offers equal opportunities to all persons without regard to race, color, religion, age, gender (including pregnancy, childbirth and related medical conditions), disability, national origin, ancestry, citizenship, military or veteran status, marital status, sexual orientation, gender identity or expression, domestic violence victim status, predisposing genetic characteristics or genetic information, or any other status protected by law. We will endeavor to make a reasonable accommodation/modification to the known physical or mental limitations of a qualified applicant with a disability to assist in the hiring process, unless the accommodation would impose an undue hardship on the operation of our business, in accordance with applicable federal, state and local law. Applicants who require reasonable accommodation during the application process may contact the General Manager at 914-967-3700

GENERAL INFORMATION

LAST NAME	FIRST NAME	M.I.	DATE _____
STREET ADDRESS			HOME PHONE
CITY AND STATE		ZIP CODE	OTHER PHONE (if applicable)
ARE YOU LEGALLY AUTHORIZED TO WORK IN THE U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No Pursuant to the Immigration Reform and Control Act of 1986, all applicants who are offered employment must produce documents establishing their identity and authorization for employment in the United States. These documents must be produced no later than seventy-two (72) hours after employment commences. In addition, all new hires will be required to verify their employment authorization under oath by signing INS Form I-9.			WHEN WILL YOU BE ABLE TO BEGIN WORK?

IF YOU ARE UNDER 18 YEARS OF AGE, DO YOU HAVE A WORK PERMIT OR OTHER APPROPRIATE DOCUMENTATION? Yes No

EMPLOYMENT INFORMATION

POSITION DESIRED _____

FULL TIME PART TIME TEMPORARY PER DIEM

HOURS AVAILABLE _____ ARE YOU WILLING TO WORK OVERTIME? Yes No

SALARY/RATE DESIRED _____ HOURS DESIRED _____

IS THERE ANYTHING THAT WOULD PREVENT YOU FROM WORKING ANY DAY OR TIME OF THE WEEK OR REGULARLY WORKING OVERTIME?
 YES NO

If yes, please specify the reasons **It is not necessary for you to identify unavailability for work because of religious observance or practice or any other protected classification. Subsequent to any job offer, we will consider whether a reasonable accommodation can be made.**

HAVE YOU EVER BEEN EMPLOYED BY US? Yes No If yes, give date, location, title, name of supervisor and reason for leaving.

HAVE YOU EVER APPLIED FOR EMPLOYMENT WITH US? Yes No If yes, give date.

PERSONAL REFERENCES

PLEASE LIST THE NAMES, ADDRESSES AND TELEPHONE NUMBERS OF THREE PROFESSIONAL REFERENCES WHO HAVE KNOWLEDGE OF YOUR CAPABILITY TO PERFORM THE DUTIES OF THE POSITION YOU ARE SEEKING. PLEASE EXCLUDE RELATIVES AND FORMER EMPLOYERS.

EDUCATIONAL HISTORY

NAME AND LOCATION	COURSE OF STUDY	DEGREE/DIPLOMA/ GED (Yes or No)
HIGH SCHOOL/GED		
COLLEGE		
GRADUATE SCHOOL		
OTHER SCHOOLING (VOCATIONAL, POST-GRADUATE) (SPECIFICALLY RELATED TO THE JOB FOR WHICH YOU ARE APPLYING)		

EMPLOYMENT HISTORY

Instructions for completing this section: Please print and list all prior employers, beginning with your PRESENT or MOST RECENT employer. Please attach additional sheets to this application if necessary. Complete all requested information in full. DO NOT include overtime, bonus, commissions, etc. in the base salary information. Please include as part of your employment history any verified work performed on a volunteer basis and/or work performed while in the military that is job-related to the position for which you are applying.

EMPLOYER (first most recent)	EMPLOYER (second most recent)
Address	Address
City State	City State
Dates Employed:	Dates Employed:
From To	From To
Supervisor Phone	Supervisor Phone
Positions Held Base Rate of Pay	Positions Held Base Rate of Pay
Duties	Duties
Reason For Leaving	Reason For Leaving
EMPLOYER (third most recent)	EMPLOYER (fourth most recent)
Address	Address
City State	City State
Dates Employed:	Dates Employed:
From To	From To
Supervisor Phone	Supervisor Phone
Positions Held Base Rate of Pay	Positions Held Base Rate of Pay
Duties	Duties
Reason For Leaving	Reason For Leaving

IS THERE ANY REASON WHY WE SHOULD NOT CONTACT ANY CURRENT OR FORMER EMPLOYER FOR A REFERENCE? YES _____ NO _____
IF YES, PLEASE IDENTIFY THE EMPLOYER AND EXPLAIN WHY NOT.

PLEASE INDICATE ANY JOB-RELATED SKILLS AND QUALIFICATIONS YOU POSSESS WHICH WOULD HELP YOU PERFORM THE DUTIES OF THE JOB POSITION YOU ARE SEEKING.

HAVE YOU EVER BEEN DISCHARGED OR ASKED TO RESIGN FROM ANY JOB POSITION? IF "YES," PLEASE PROVIDE EMPLOYER, DATE AND REASON.

IF YOU ARE APPLYING FOR A POSITION THAT REQUIRES COMPUTER SKILLS, PLEASE LIST ANY KNOWLEDGE, TECHNICAL/COMPUTER SKILLS, SOFTWARE APPLICATIONS AND/OR CAPABILITIES THAT SPECIFICALLY RELATE TO THE JOB POSITION FOR WHICH YOU ARE APPLYING.

PLEASE LIST ANY PUBLICATIONS YOU HAVE AUTHORED, PRESENTATIONS YOU PRESENTED, OR AWARDS YOU RECEIVED THAT SPECIFICALLY RELATE TO THE JOB POSITION FOR WHICH YOU ARE APPLYING.

IF YOU ARE APPLYING FOR A CLERICAL JOB POSITION, PLEASE INDICATE TYPING/STENO SPEEDS BELOW.

APPLICANT'S STATEMENT AND CERTIFICATION

I have read and fully understand the questions asked in this application. I certify that all answers given by me are true, accurate and complete. I also understand that the omission and/or misrepresentation of any fact from this application or during any interview for employment will be cause for immediate disqualification or dismissal. I authorize the Shenorock Shore Club to contact all my employment references, and to inquire about, investigate and obtain copies of any records which relate to me from my former employers and educational institutions I have attended. I hereby release the Club, as well as any person or institution that provides the Club with any information about me, from any and all liability whatsoever resulting from any such inquiry, investigation or communication.

If hired, I agree to abide by all Club rules and regulations. I understand and agree that nothing in this application shall constitute a contract or a guarantee of employment for a specific period of time. I also understand that if employed, my employment is at will and may be terminated by either the Club or me. I further understand that no representative or agent of the Club, other than the General Manager, has the authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing. In addition, I understand that the Club and all plan administrators shall have the maximum discretion permitted by law to administer, interpret, modify, discontinue, enhance or otherwise change all policies, procedures, benefits or other terms and conditions of employment.

Signature _____

Date _____