

MESABA COUNTRY CLUB

APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, handicap or national origin.

PERSONAL INFORMATION

Date _____

Name _____
Last
First
Middle

Present Address _____
Street
City
State
Zip

Permanent Address (if different than Present Address) _____
Street
City
State
Zip

Phone Number _____ Cell Phone Number _____

Referred By _____ Are You 18 years of Age or Older? Yes No

EMPLOYMENT DESIRED

Position _____ Date You Can Start _____ Salary Desired _____

Are you Employed Now? Yes No

If So May We Inquire of Your Present Employer? Yes No

EDUCATION

Name and Location of School	Circle Last Year Completed	Did You Graduate?	Subjects Studied and Degree Received
High School	1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College	1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade, Business or Other	1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

EMPLOYMENT HISTORY

List below your employment history beginning with most current employment

Most Recent Employer	Address	Phone
Date Started	Starting Salary	Starting Position
Date Left	Reason for Leaving	
Name and Title of Supervisor		
Description of Duties		

Employer _____ Address _____ Phone _____

Date Started

Starting Salary

Starting Position

Date Left

Reason for Leaving

Name and Title of Supervisor

Description of Duties

Please attach a separate sheet with further employment information

NOTE: Please explain any gaps in employment.

REFERENCES

List below three persons not related to you, whom you have know at least one year.

Name	Address	How Known	Years Acquainted
1			
2			
3			

AUTHORIZATION AND AGREEMENT

As part of our normal hiring process, a routine inquiry will be made concerning your background. This inquiry includes but is not limited to formers employers, school records offices, and personal references. These individuals and organizations may be contacted to verify and obtain information. Information gathered about your background and qualifications will be used to help make a fair employment decision. This information is available only to those involved in the hiring process. As part of this inquiry, a check of criminal records may also be conducted through the Minnesota Bureau of Criminal Apprehension. The results of this criminal background check are available to you upon request.

I hereby authorize the employer, its representatives, employees or agents to conduct all pre-employment inquiries. I further authorize the employer and its agents to verify all statements contained in this application and any other materials I submit in connection with my employment application. I release the employer, its agents and all providers of information from any liability arising out of the gathering and use of such information.

I understand that all offers of employment are conditional upon satisfactory reference checks and production of all documents necessary for the employer to verify my identity and work authorization in accordance with the requirements of the Immigration and Naturalization Services.

I certify that the information provided in this application is true and correct to the best of my knowledge. I understand withholding pertinent information or submitting false or misleading information on this application, my resume, during interviews or any other time during the hiring process constitutes valid grounds for disqualification from further consideration for hire or immediate dismissal from employment and loss of all employee benefits and privileges. I further understand and agree that the employer shall not be liable in any respect if my employment is so denied or terminated.

I understand the acceptance of this application by the employer neither expresses nor implies I will be offered employment. I understand my employment is at will and I may resign at any time, for any reason, with due notice. Similarly, my employment may be terminated by the organization at any time for any reason.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE AUTHORIZATION AND AGREEMENT STATEMENTS.

SIGNATURE OF APPLICANT

DATE

Return this application in person to: Mesaba Country Club – 415 E. 51st St – Hibbing, Minnesota 55746, or mail to:
Mesaba Country Club – PO Box 157 – Hibbing, Minnesota 55746 Phone: 218.262.2851

Once hired you may be required to maintain automobile insurance coverage at a level set by our liability insurance carrier. Refer to Employee Manual.