

Princeton Club

An Equal Opportunity Employer

Application for Employment

Employees of the Princeton Club and applicants shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, political affiliation, national origin, disability, marital status, gender or age.

As a means of accommodation to persons with specific disabilities that prevent them from completing this application, confidential assistance in filling out this application may be obtained by calling the agency to which you are applying.

PERSONAL INFORMATION		
Position applied for:	Today's date:	Date Available to start work:
Last Name:	First Name:	Middle Initial:
	E-mail address:	Home phone:
Address (number, street, apartment number):	City, State and Zip:	Primary phone:
CAN YOU, AFTER EMPLOYMENT OFFER, SUBMIT VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THE UNITED STATES? ___ Yes ___ No (In accordance with the immigration Reform and Control Act of 1986, any offer of employment is conditioned upon satisfactory proof of applicant's identity and legal ability to work in the United States.)		
Are you at least eighteen years of age? ___ Yes ___ No	How did you find out about this employment opportunity? _____	
Are you a veteran of the Armed Forces? ___ Yes ___ No If yes, what branch? _____		
Dates served: Start _____ End _____		
Have you ever been convicted of a felony, for any violation(s) of law, including moving traffic violations? ___ Yes ___ No If YES, please provide the following: Description of Offense, Date of Charge, Date of Conviction, and County, City, State of Conviction.		

JOB INTEREST

Preferred job status: ___ Full-time ___ Part-time Do you have any relatives that work here? ___ Yes ___ No Are you employed anywhere now? ___ Yes ___ No Were you previously employed by Princeton Club? ___ Yes ___ No From: _____ To: _____ Position: _____	Hours of Availability:																								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%;">Day</th> <th style="width: 10%;">Sun</th> <th style="width: 10%;">Mon</th> <th style="width: 10%;">Tues</th> <th style="width: 10%;">Wed</th> <th style="width: 10%;">Thu</th> <th style="width: 10%;">Fri</th> <th style="width: 10%;">Sat</th> </tr> <tr> <td style="text-align: center;">Start</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">End</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Day	Sun	Mon	Tues	Wed	Thu	Fri	Sat	Start								End							
Day	Sun	Mon	Tues	Wed	Thu	Fri	Sat																		
Start																									
End																									

EDUCATION

Check highest grade completed ___1 ___2 ___3 ___4 ___5 ___6 ___7 ___8 ___9 ___10 ___11 ___12 Year Completed _____ If you did not complete high school, do you have a high school equivalency diploma? ___ Yes ___ No Date Received _____ Check number of years of post high school education ___1 ___2 ___3 ___4 ___5 ___6 ___7					
Type of School	Name and Location	Years Completed	Major Course of Study	Graduated (Yes or No)	Degree
High School					
College/ University					
Graduate School					
Technical/ Business					

Name:	Position Applied For:
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EMPLOYMENT HISTORY

Starting with the most recent, describe ALL paid, military and applicable voluntary experience. Highlight your knowledge, skills and abilities which best demonstrate your qualifications for this position. You may list significantly different jobs within the same organization separately.

Employer:	Position:
Address:	Type of Business
City: State: Zip:	Duties:
Telephone Number:	
Supervisor	
Title	Reason for leaving:
Dates Employed– Start: End:	
Salary– Start: End:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer:	Position:
Address:	Type of Business
City: State: Zip:	Duties:
Telephone Number:	
Supervisor	
Title	Reason for leaving:
Dates Employed– Start: End:	
Salary– Start: End:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer:	Position:
Address:	Type of Business
City: State: Zip:	Duties:
Telephone Number:	
Supervisor	
Title	Reason for leaving:
Dates Employed– Start: End:	
Salary– Start: End:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer:	Position:
Address:	Type of Business
City: State: Zip:	Duties:
Telephone Number:	
Supervisor	
Title	Reason for leaving:
Dates Employed– Start: End:	
Salary– Start: End:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Name:	Position Applied For:
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JOB-RELATED SKILLS OR EXPERIENCE

Please list any job related professional, trade, business or civic activities, organizations, and associations in which you participated, or of which you are a member (You may omit those that indicate race, color, religion, political affiliations, national origin, ancestry, disability, marital status, sex, or age) that would qualify you for the position for which you are applying:

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REFERENCES

Please provide at least two (3) professional references who are not related to you.

1. Name:	Occupation:
Relationship:	Telephone:
2. Name:	Occupation:
Relationship:	Telephone:
3. Name:	Occupation:
Relationship:	Telephone:

Employment at Princeton Club is "at will" and hence may be terminated at the sole discretion of the Company for any reason or no reason regardless of whether there exists 'cause', 'good cause' or any other grounds or reasons for said termination. I agree to comply with all of the Company's rules, policies and procedures. With respect to policies pertaining to discipline, dismissal, and the provision of benefits and all other matters, I understand that these do not confer entitlement to employment for a definite term or for any term. This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge. I have read and understand this information.

I hereby certify that all entries on this application and attachments are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part to any employment in the service of the Princeton Club. I understand that all information on this application is subject to verification and I consent to criminal history background checks. I also consent to references and former employers and educational institutions listed being contacted regarding this application

Signature of Applicant: _____ **Date:** _____

FOR OFFICE USE ONLY	
Department:	Position applied for:
Interviewed by:	Interview date: Time:
Second Interviewed by:	Second Interview date: Time: