



MISCOWAUBIK CLUB

Application for Employment

Mail: P.O. Box 109 Calumet, MI 49913 Location: 57035 Calumet Ave. 906-337-0603 Email: misco@miscowaubik.org

Thank you for expressing your interest in joining the Miscowaubik Club's employee team! You can create a favorable impression by completing this application using an ink pen to legibly print accurate and complete information. Please note that a resume may accompany this application, but resumes will not be accepted in lieu of the application.

It is our policy to promote equal employment opportunities to all qualified persons without regard to race, religion, color, national origin, age, sex, marital status, height, weight, veteran status, arrest record, disability or any other status protected by federal or state law, with or without reasonable accommodations.

Your completed application will be reviewed carefully; but its receipt does not imply that you will be employed.

Position(s) you are applying for: _____
How many days from the date you may be offered the position until you are able to report for work _____.

PERSONAL INFORMATION

Name: _____ I prefer to be addressed as: _____
 First MI Last

Current Address: _____
 Street City State Zip Code

Contact Information: Home phone _____ Cell _____ Email _____@_____

How do you prefer to be contacted and when _____

Emergency Contact: Name _____ Relationship _____ Number _____

If hired, and you are under 18 years of age, can you furnish a work permit? Yes No N/A (I'm 18 or older)

May you lawfully be employed in the United States? Yes No. Documented proof required at time of employment.

Have you been convicted of a felony or misdemeanor within the past seven years? Yes No
If "Yes" state nature of conviction(s), when and where _____

Are there any felony charges pending against you? Yes No.
If "Yes", please explain. _____

Note: You will not be denied employment solely because of a conviction record. Facts such as recency of the conviction(s), pending charges, rehabilitation, and work record will be considered in relationship to the job for which you have applied.

Have you ever been employed by the Miscowaubik Club? Yes No. If so, when _____

Have you ever applied to the Miscowaubik Club? Yes No If so, when _____

EDUCATION

What is your highest level of education?

- Grade ____ High School Graduate GED Vocational/Trade University/College

School name: _____ School contact name: _____

Address _____ Phone _____

Last year attended _____ or Currently Enrolled Degree/Certification _____

You may have acquired skills, talents, training, or personal experiences which might help you qualify for this position. If so, please explain: _____

EMPLOYMENT INFORMATION

What type of employment are you looking for? Full Time* Part Time I can work only on a Seasonal or Temporary basis.

*Full time is primarily for managerial or supervisory positions.

If "Seasonal/Temporary" selected, please explain _____

For an hourly wage position, is there a minimum number of hours per week you would work for? ____ Is there a maximum? ____

Your work schedule availability:

Note: The "core operating times" for the Miscowaubik Club are evening dining on Thursday, Friday, and Saturday and Sunday brunch.

Depending on circumstances the operating times may be extended to Wednesday evening, luncheons on any or all of these days, and special events on other days of the week.

If you are limited in the hours and days that you can work, list the times you are **NOT** available below.

| | | | | | | |
|--------|---------|-----------|----------|--------|----------|--------|
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------|---------|-----------|----------|--------|----------|--------|

Is there anything that would interfere with your regular attendance and punctuality? No Yes

If so, please explain _____

Would you need any accommodation(s) for the position? No Yes. If so, briefly describe how you would be able to perform the job and with what type of accommodation(s). _____

Employment History

Please describe your most recent jobs, particularly those related to this position. You may attach an additional sheet.

| | | | |
|---|------------------------------------|---------------------|----|
| Employer _____ Address _____ City/State _____ Phone _____ Manager _____ | Job Title, Duties, Skills Acquired | From | To |
| | | Ending/Current Wage | |
| | | Reason for Leaving | |

| | | | |
|---|------------------------------------|---------------------|----|
| Employer _____ Address _____ City/State _____ Phone _____ Manager _____ | Job Title, Duties, Skills Acquired | From | To |
| | | Ending/Current Wage | |
| | | Reason for Leaving | |

References List two persons other than relatives

| Name | How Known | Years Known | Phone |
|------|-----------|-------------|-------|
| | | | |
| | | | |

Please Carefully read before signing

I certify that the information supplied by me in this application is true and complete to the best of my knowledge and authorize investigation of all statements contained herein, and the release of any and all relevant and lawful information that others may have pertinent to any position for which I may be considered, including former employers and references. I hereby release from all liability or responsibility all persons, companies or corporations furnishing or seeking such information for any damage which may result. I further understand that any misrepresentation, falsification, or omission of facts by me in this application shall be grounds for discharge in the event that I am hired.

I understand that in no event shall my hiring be considered as creating a contractual relationship between myself and the Miscowaubik Club and unless otherwise provided in writing by the President of the Board of Governors, such a relationship shall be defined as "employment at will" where either party may dissolve the relationship at any time.

I also understand that that the Miscowaubik Club is a drug-free and smoke-free (including smokeless tobacco) environment.

Signature and Date