** Kless Myers Golf Management LLC**

 **2814 W. Seneca Tnpk.**

 **Marcellus, NY 13108**

**Employment Application Application Date**

**Last Name First Name Middle**

|  |  |  |
| --- | --- | --- |
|   | ( )  | ( )  |
| **City, State, Zip** | **Primary Phone** | **Other Phone** |

**Street Address**

**E-Mail Address**

**Have you previously worked for our Company? yes no (If yes, please list dates and location of previous employment): Have you previously applied for work with our Company? yes no (If yes, please approximate date): How did you hear of employment opportunities with Kless Myers Golf Management?**

**If referred by an existing KMGM Staff Member, please indicate name:**

**Are you 18 years old or older yes no (if under 18 a work permit may be required)**

**If offered a position can you provide proof that you are legally authorized to work in the U.S. ? yes no**

**Have you been convicted of any felonies or crimes of dishonesty (such as shoplifting, theft, or fraud) in the last seven (7) years?\* yes no**

***If yes, explain***:

**\****please read the “Notice to All Applicants Regarding Criminal Histories” section on the second page of this application prior to answering this question.*

Please note: You are not necessarily precluded from employment because of a criminal conviction. Consideration will be given to the amount of time since the criminal incident or discharge, your employment history since the incident, the relationship between the type of employment you are being considered for and the incident involved, and any other circumstances or information that would pertain to your employment and the safe, efficient operation of the business.

**Are there any special circumstances or accommodations necessary for you to perform the job for which you are applying? yes no**

**(If yes, please explain):**

**EMPLOYMENT DESIRED**

**Position Desired # hrs/wk and days of the week you are available Salary Expected Start Date**

**Secondary Position # hrs/wk and days of the week you are available Salary Expected Start Date**

**EDUCATION**

**Circle highest grade or # of years completed Grade School 4 5 6 7 8 High School 9 10 11 12 College 1 2 3 4 5 6 7**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **High School** |  |  | **G r a d u a t e d ? yes**  | **no**  |
| **City, State, Zip** |  |  |  |
|  | **College** |  | **City, State, Zip** |  | **Diploma or Degree** |  |
|  | **Other School** |  | **City, State, Zip** |  | **Diploma or Degree** |  |

**Summarize any experience, knowledge, skills, abilities, or specialized training you would like us to know about:**

**EMPLOYMENT HISTORY List most recent employer first. (This section must be completed even if a resume is attached) Account for any gaps in your employment.**

**From: To: Company Name: Reason For Leaving: Position Held: City/State/Zip:**

**Starting Wage: $ Phone Number:**

**Ending Wage: $ Supervisor Name: May we contact this employer? Y N**

**From: To: Company Name: Reason For Leaving: Position Held: City/State/Zip:**

**Starting Wage: $ Phone Number:**

**Ending Wage: $ Supervisor Name: May we contact this employer? Y N**

**From: To: Company Name: Reason For Leaving:**

**Position Held: City/State/Zip:**

**Starting Wage: $ Phone Number:**

**Ending Wage: $ Supervisor Name: May we contact this employer? Y N**

**From: To: Company Name: Reason For Leaving: Position Held: City/State/Zip:**

**Starting Wage: $ Phone Number:**

**Ending Wage: $ Supervisor Name: May we contact this employer? Y N**

In order to select the best possible candidate for employment, it is the policy of Kless Myers Golf Management to verify all of the statements you make on your application, including those regarding your employment history and your academic background (where this is a job requirement).

**PLEASE READ AND INITIAL EACH SECTION LISTED BELOW**

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that falsification of information requested in this document or omission of information may disqualify me from further consideration for employment, or, if discovered after I am hired, may result in my immediate discharge from employment.

 (Applicant’s Initials)

I authorize investigation of all statements contained herein and references listed to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from liability for any damage that may result from furnishing same to you.

 (Applicant’s Initials)

I understand and agree that this Employment Application does not constitute a contract of employment, and that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time for any or no reason, with or without prior notice. I also understand and agree that, if hired, the terms and conditions of my employment may be changed, with or without notice, at any time by Kless Myers Golf Management absent an enforceable, executed, written agreement to the contrary.

 (Applicant’s Initials)

I understand that if selected for employment with the Company, I may be required to participate in a pre-employment drug testing program at a company authorized, licensed medical facility which includes screening for the presence of controlled substances. I understand that the results will be kept strictly confidential. I hereby release Kless Myers Golf Management, any employees or agents thereof from any and all claims or causes of action resulting therefrom.

 (Applicant’s Initials)

I understand that if I am hired, telephone communications I make in the course of my employment may be monitored by the Company for training and evaluation purposes.

 (Applicant’s Initials)

Applicant Signature:\_

Date:

\*NOTICE TO ALL APPLICANTS REGARDING CRIMINAL HISTORIES – **Applicants in Massachusetts and Hawaii are NOT required to respond to this question on the application.** No applicant is obligated to disclose judicially sealed or expunged records of conviction or arrest, misdemeanor convictions, or information regarding arrest or detentions that did not result in conviction (including referral to, and participation in, pre-trial or post-trial diversion programs).

Kless Myers Golf Management is an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment on any basis including age, sex, race, color, creed, ancestry, religion, disability, national origin, citizenship status, veteran status, marital status, military status, sexual orientation, pregnancy, medical condition or any non-job or non-business related factors or any other basis upon which discrimination is prohibited by the municipal, state, or other federal law. No question on this application is intended to secure information to be used for such discrimination.

**References**

**Please list 3 Personal or Professional references (former Supervisors, Teachers, Friends or Relatives) who would be willing to talk to us about your skills and work ethic.**

**Name Relationship Phone Number/E-Mail**

**Do you have any relatives working for Kless Myers Golf Management? Yes No**

If yes, please list them for us: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Why are you applying for this position?**

**Kless Myers Golf Management places high emphasis on providing exceptional customer service. If we hire you, how will you help us maintain this goal?**

Please return completed application via e-mail to AMyers@klessmyersgolfmanagement.com or mail to:

Kless Myers Golf Management

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Marcellus, NY 13108