



Application for Employment

The River Valley Club is an Equal Opportunity Employer

Please print and answer all questions completely and accurately.

NAME: _____			DATE: _____		
Last	First	Middle			
ADDRESS: _____					
Street Number		City	State	Zip	
Home Telephone ()			Mobile Telephone ()		
Email address:			Position Applying For:		
Are you available to work: Full Time Part Time Both					
Check shifts for which you are available: Days Nights Weekends All					
When will you be able to begin work? _____			Wage/Salary Desired: \$ _____/hr.		
Other special training, certifications or skills (languages, machine operation, etc.) _____					
Have you been employed with or applied for employment with RVC before? Yes No					



Are you over age 18? Yes No		Were you referred here? Yes No	
Are you over age 16? Yes No		If yes, from who? _____	
EDUCATION Institution Name	<i>Address</i>	<i>Degree or Diploma</i>	<i>Did you graduate?</i>
High School:			Yes No
College:			Yes No
Graduate:			Yes No
Other: (Certifications relevant to job position)			Yes No



EMPLOYMENT HISTORY:

List all positions held starting with the most recent. Use additional pages if needed.

<i>Employer Name & Address</i>	<i>Dates of Employment</i>	<i>Other Information</i>
Name: _____ Address: _____ _____ Telephone: _____	From: _____ to _____ Salary: \$ _____ Title: _____ May we contact this employer? Yes No	Duties: _____ _____ Reason left: _____ _____ Supervisor: _____
Name: _____ Address: _____ _____ Telephone: _____	From: _____ to _____ Salary: \$ _____ Title: _____ May we contact this employer? Yes No	Duties: _____ _____ Reason left: _____ _____ Supervisor: _____
Name: _____ Address: _____ _____ Telephone: _____	From: _____ to _____ Salary: \$ _____ Title: _____ May we contact this employer? Yes No	Duties: _____ _____ Reason left: _____ _____ Supervisor: _____

Only US Citizens or aliens who have a legal right to work in the US are eligible for employment. Can you, upon employment, submit documentation of your identity and your legal right to work in the US? Yes No



Have you ever been convicted of a crime, had adjudication withheld, or pled no contest to a crime?

Yes No If yes, please state the type of crime and the circumstances with regard to each, including date of the conviction or plea and the penalty, if any, imposed by the court. _____

NOTE: Answering YES to any of these questions may not necessarily disqualify you from the position you desire. Each action and explanation will be weighted/considered in relationship to the position for which you are applying. EEOC 12/99

List the names of any friends or relatives who work for River Valley Club:

Name _____ Name _____ Name _____

PERSONAL REFERENCES:	<i>Telephone No.</i>	<i>Relationship to You</i>	<i>Occupation</i>
1.			
2.			
3.			



Application for Employment

Name of Applicant: _____

I attest to the truthfulness of any and all information and answers provided above. Any false or misleading statements will be grounds for denial of employment or discharge. I understand the company will be checking into my references and employment background. I authorize the Company to do so and release from liability anyone giving or obtaining such background information. This application does not constitute a contract of employment or an indication that any jobs are available. Any employment with the Company is at-will, meaning the employer or employee can end the employment relationship at any time for any or no reason and with or without notice. My signature below verifies that I have read and understand the foregoing statements.

Signature of Applicant: _____ Date: _____



Applicant Affirmative Action Program Self-Identification Form

Required Information:

Name: _____ Date of Application: _____

Position(s) for which you are applying: _____

Voluntary Information:

River Valley Club must comply with the regulations for equal employment opportunity and affirmative action (EEO/AA). We must track our applicants by gender and race/ethnicity and the position(s) they applied for and report to the government. For this reason, we invite you to indicate your gender and race/ethnicity below. This information is kept separate from your application.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. Responses will remain confidential within the Human Resources Department and will be used only for the necessary information to include in our Affirmative Action Program and reporting requirement to the government. When reported, data will not identify any specific individuals.

Gender: Male Female

Race/Ethnic Identification (check one):

Definition of race/ethnicity are on the next page (as defined by the Equal Employment Opportunity Commission).

Are you Hispanic or Latino? Yes No

If you answered "Yes" you have completed this form. If you answered "No" please select a race from the options below.

- | | |
|--|---|
| <input type="checkbox"/> White | <input type="checkbox"/> American Indian or Alaska Native |
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> Two or More Races |
| <input type="checkbox"/> Asian | <input type="checkbox"/> I do not wish to disclose |
| <input type="checkbox"/> Native Hawaiian or other Pacific Islander | |

Definitions of race/ethnic categories

Hispanic or Latino – a person of Cuban, Mexican, Puerto Rican, South or Central America, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino) – A person having origins in any of the original people of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) All persons who identify with more than one of the above five races.