



THE ASPEN HILL CLUB APPLICATION FOR EMPLOYMENT

Date _____

Name _____

Last

First

Middle

Address _____

Number & Street

Apt./Unit No.

City

State

Zip code

Telephone No. with Area Code (_____) _____
Social Security No. _____

Email Address _____

Are you authorized to work in the U.S.A.? Yes No Are you 18 years of age or older? Yes No

Have you ever been employed before by The Aspen Hill Club? Yes No If yes, when and where _____

Positions applied for: _____

Salary Desired _____	Date available for work _____
Check Days and Hours you can work: _____ Full Time _____ Part Time _____ AM _____ PM	
_____ Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____ Saturday _____ Sunday	

Referral Source: (Check one)
_____ Walk-In _____ Employment Agency _____ School/College _____ Classified Ad _____ Other
_____ Employee Referral: Name _____

Education	Name and Address of Educational Institution	Number of Years There	Degree Awarded/Date Major Course of Study
High School			
College			
Other			
Other			

List any additional training or skills relevant to desired position and any current professional trade licenses and registrations or certifications ex. CPR, Lifeguard (list licensing authority, license number and date of expiration):

WORK EXPERIENCE: Provide the information requested below for all prior employment, including self-employment. Start with the most recent employment first and work back in time. Account for all employment for the last 15 years. If you need more space, use the ADDITIONAL INFORMATION section (page 4).

1. Dates of Employment - From _____ Employer: _____ Address: _____ Telephone Number: _____ Name of Supervisor(s): _____	To _____ Final Salary _____ Describe position(s) held and duties: _____ _____ Reason for Leaving _____ _____
2. Dates of Employment - From _____ Employer: _____ Address: _____ Telephone Number: _____ Name of Supervisor(s): _____	To _____ Final Salary _____ Describe position(s) held and duties: _____ _____ Reason for Leaving _____ _____
3. Dates of Employment - From _____ Employer: _____ Address: _____ Telephone Number: _____ Name of Supervisor(s): _____	To _____ Final Salary _____ Describe position(s) held and duties: _____ _____ Reason for Leaving _____ _____

May we contact your present employer to verify the above information?

Yes, you may contact anytime
 Do not contact now, you may contact at a later time. _____
 (Please specify when contact may be made e.g. after acceptance or an appropriate specific date)

Have you ever been convicted of a crime? Yes No For purpose of this question, "conviction" includes all dispositions that resulted in payment of a fine or restitution or your supervision by a probation officer or any court employee or agency, including probation before judgment or "PBJ." Information concerning any conviction or PBJ which has been expunged, need not be provided. If yes, describe the crimes and circumstances below:

Are there any duties of the position(s) you seek that you cannot perform? Yes No If yes, please explain below:

REFERENCES: Names, Addresses and Telephone Numbers of Two Persons We Can Contact for a Reference.

IF YOU DO NOT HAVE ENOUGH SPACE ON THE PRECEDING PAGES TO PROVIDE COMPLETE RESPONSES, USE THE REVERSE SIDE OF THIS SHEET TO PROVIDE ADDITIONAL INFORMATION.

I VERIFY THAT THE INFORMATION SET FORTH ON THIS APPLICATION FORM IS TRUE AND COMPLETE. I AUTHORIZE THE ASPEN HILL CLUB TO CONTACT THE PERSONS AND COMPANIES LISTED ON THIS APPLICATION TO CONFIRM OR VERIFY THE INFORMATION I HAVE PROVIDED AND TO FURTHER INQUIRE REGARDING MY QUALIFICATIONS AND SUITABILITY AS AN EMPLOYEE. ANY MISSTATEMENTS OR SIGNIFICANT OMISSIONS IN THE APPLICATION PROCESS WILL RESULT IN A REJECTION OF THIS APPLICATION OR, IF DISCOVERED AFTER EMPLOYMENT HAS BEEN OFFERED OR ACCEPTED, TERMINATION OF EMPLOYMENT.

I FURTHER ACKNOWLEDGE THAT AS PART OF THIS APPLICATION PROCESS, I MAY BE SUBJECT TO A BACKGROUND CHECK, AND WILL EXECUTE ANY REQUIRED AUTHORIZATION FORMS, WHEN SO REQUESTED TO DO SO. MOREOVER, BY COMPLETING THIS APPLICATION FOR EMPLOYMENT, I SPECIFICALLY CONSENT TO SUCH BACKGROUND CHECK. I FURTHER UNDERSTAND AND AGREE THAT BASED ON THE RESULTS OF SUCH BACKGROUND CHECK, OR MY REFUSAL TO CONSENT TO SUCH BACKGROUND CHECK, THE COMPANY MAY CEASE TO PROCESS MY APPLICATION FOR EMPLOYMENT, OR, IF I AM ALREADY EMPLOYED, TO RETAIN ME AS AN EMPLOYEE.

I ALSO UNDERSTAND AND AGREE THAT I WILL NOT PROVIDE ANY FALSE OR INCOMPLETE ANSWERS OR STATEMENTS OR MISLEADING OMISSIONS IN RESPONSE TO ANY QUESTIONS PRESENTED TO ME DURING THE COURSE OF ANY SUCH BACKGROUND CHECK. IN THE EVENT THAT I DO PROVIDE ANY FALSE OR MISLEADING INFORMATION DURING THE COURSE OF MY BACKGROUND CHECK, I UNDERSTAND AND AGREE THAT THE COMPANY MAY CEASE PROCESSING MY APPLICATION FOR EMPLOYMENT; IF EMPLOYED, MAY TERMINATE MY EMPLOYMENT.

EMPLOYMENT AT THE COMPANY IS AT WILL. I UNDERSTAND THAT, IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE AND NATURE OF PAYMENT OF WAGES OR SALARY, BE TERMINATED AT ANY TIME WITHOUT ANY PRIOR NOTICE.

Applicant Signature _____ Date: _____

UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.

Applicant Signature _____ Date: _____

Do Not Write Below These Lines

Date Received _____

Acknowledgment letter sent _____ By _____.

Subsequent Contacts:

Date _____

Comments:

Interviewed by: _____ Date: _____

Dated Started Work: _____