



## Cyprian Keyes Golf Club Employment Application

Applicants for employment are considered without regard to race, color, religious creed, sex (including pregnancy and pregnancy-related conditions), sexual orientation, gender identity or expression, national origin, ancestry, age, disability, genetic information, veteran or military status, or any other characteristic protected by applicable Massachusetts or federal law.

### Position Information:

Position(s) Applying For:	
Referral:	<input type="checkbox"/> Friend <input type="checkbox"/> Relative <input type="checkbox"/> Social Media Advertisement <input type="checkbox"/> Other

### Contact Information:

Full Name:	
Street Address:	
City, State, Zip:	
Phone:	
Email:	
Preferred Name / Pronouns:	(optional)

### Work Authorization:

Are you legally authorized to work in the United States? <i>(Proof of authorization will be required if hired.)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you currently employed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, may we contact your current employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you at least 18 years of age? <i>(If under 18, employment is subject to applicable child labor laws and work permits.)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a valid driver's license?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you previously been employed with CKGC?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### Work Availability:

Are you available to work:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <input type="checkbox"/> Overtime (if needed)
Days Available to work:	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
Hours Available to work:	
Date Available to Start:	
Do you have any regular commitments that would limit your availability during the golf/restaurant season or during early/late events? If yes, please describe:	

**Employment History:**

List your work experience beginning with your most recent employer.

Company Name:		
Full Address:		
Position/Title:		
Dates of Employment:	From	To
Supervisor Name & Title:		
Supervisor Phone / Email:		
Reason for Leaving:		

May we contact this employer?  Yes  No

Company Name:		
Full Address:		
Position/Title:		
Dates of Employment:	From	To
Supervisor Name & Title:		
Supervisor Phone / Email:		
Reason for Leaving:		

May we contact this employer?  Yes  No

Company Name:		
Full Address:		
Position/Title:		
Dates of Employment:	From	To
Supervisor Name & Title:		
Supervisor Phone / Email:		
Reason for Leaving:		

May we contact this employer?  Yes  No

Are there any special skills and/or qualifications relevant to the position that you'd like us to know about?

**Education:**

	High School	College/University	Graduate
School Name:			
Grades / Years Completed:	9 10 11 12	1 2 3 4	1 2 3 4
Completion Status:	<input type="checkbox"/> Received Diploma <input type="checkbox"/> Obtained GED <input type="checkbox"/> Did Not Graduate	<input type="checkbox"/> Degree Earned <input type="checkbox"/> Certificate Earned <input type="checkbox"/> Did Not Graduate	<input type="checkbox"/> Degree Earned <input type="checkbox"/> Certificate Earned <input type="checkbox"/> Did Not Graduate
Honors Received or other Relevant Information:			

**References:** Please list three references who are not related to you and are not previous employers:

Name:	
Company:	
Position/Title:	
Relationship to you:	
Phone:	
Email:	

Name:	
Company:	
Position/Title:	
Relationship to you:	
Phone:	
Email:	

Name:	
Company:	
Position/Title:	
Relationship to you:	
Phone:	
Email:	



By indicating the references above, I authorize CKGC to contact them and certify that the information provided is accurate to the best of my knowledge.

**Important Notice (Required by Massachusetts law):**

In accordance with Massachusetts law, the Company does not request or consider information related to arrests or criminal charges that did not result in a conviction, sealed or expunged records, or certain first misdemeanor convictions, except as permitted by law. A criminal conviction will not automatically disqualify an applicant from employment.

Have you ever been convicted of a felony or misdemeanor that has not been sealed or expunged?

Yes  No If yes, please provide the nature of the offense, date, and disposition:

**CORI Acknowledgment:**

I understand that, where permitted by law, employment *may* be contingent upon the results of a Criminal Offender Record Information (CORI) check.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Applicant Certification & Acknowledgment**

I certify that the information provided in this application is true, complete, and accurate to the best of my knowledge. I understand that any false or misleading information may result in disqualification from consideration or termination of employment if discovered at a later date.

I understand that, if hired, my employment will be at-will, meaning that either I or the Company may terminate the employment relationship at any time, with or without notice or cause, except as provided by law or written agreement.

I authorize the Company to verify the information provided, including contacting references and prior employers, to the extent permitted by law.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

It is unlawful for any employer to require or request any employee or job applicant to take a lie detector test, or to discharge, discipline, or discriminate against any employee or applicant for refusing to take such a test. Certain exemptions apply. Additional information may be obtained from the U.S. Department of Labor.

Some positions are seasonal and/or tipped positions under Massachusetts law. Seasonal employment does not guarantee ongoing employment beyond the season. Tipped employees will receive tips in addition to wages, and total compensation will meet or exceed the Massachusetts minimum wage as required by law.

The Company complies with all applicable Massachusetts and federal employment laws, including pay equity, pay transparency, reasonable accommodations for qualified individuals with disabilities, and protections against retaliation for exercising legally protected rights.