



## Employment Application Form

**As an Equal Opportunity Employer, Cordillera Ranch Club Management, LLC does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, veteran status, or sexual orientation.**

### Personal Information

Last Name	First Name	Middle Initial
Present Address	Permanent Address <i>(if different)</i>	
Email Address	Home/Cell Phone	
In Case of Emergency, notify <i>(name and telephone number)</i>		

Social Security Number				-			-				
Are you a United States Citizen or national, a lawful permanent resident alien, or an alien authorized by the immigration and Naturalization Service to work in the United States?											
										Yes	No
Current Driver's License Number						State					
Commercial Driver's License Number						State					

Have you ever been <u>convicted</u> of a crime? <i>(Include military conviction and traffic violations/infractions)</i>	Yes	No
<b>If yes</b> , please list on a separate sheet of paper, when, where and the results		

Have you previously applied for employment with Cordillera Ranch Club Management LLC?	Yes	No
If yes, when: _____		
Have you previously been employed by Cordillera Ranch Club Management LLC?	Yes	No
If yes, when: _____		

### Employment Information

Please check box(es) indicating the type of employment schedule for which you are applying:						
	Full Time	Part Time	Seasonal, Summer, Temporary			
Hours you are available to work	Salary expected					
	_____ \$ per	Hr	Wk	Mo	Yr	
Will you consider a position which pays less than the expected amount listed?						Yes    No
Position or type of work desired						



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Please account fully for all periods of employment, including your present/most recent employer and times spent in U.S. Armed Forces. List your present/most recent employment first. All information must be included on the application. Please do not write "See Resume." However, if necessary, you may attach additional pages containing the information requested below.

From (Mo/Yr)	Employer	Supervisor most familiar with your work
To (Mo/Yr)	Address	Starting Position
	Employer's Telephone number	Starting Salary \$ _____ per _____ Present/Last Salary ( <i>excluding bonus</i> ) \$ _____ per _____
Description of Duties & Responsibilities ( <i>last position</i> )		
From (Mo/Yr)	Employer	Supervisor most familiar with your work
To (Mo/Yr)	Address	Starting Position
	Employer's Telephone number	Starting Salary \$ _____ per _____ Present/Last Salary ( <i>excluding bonus</i> ) \$ _____ per _____
Description of Duties & Responsibilities ( <i>last position</i> )		
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From (Mo/Yr)	Employer	Supervisor most familiar with your work
To (Mo/Yr)	Address	Starting Position
	Employer's Telephone number	Starting Salary \$ _____ per _____ Present/Last Salary ( <i>excluding bonus</i> ) \$ _____ per _____
Description of Duties & Responsibilities ( <i>last position</i> )		
The following information is needed to verify references. Have you ever been employed under a different name? If so, please state the name:		May we contact your present employer? Yes No



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Educational Background							
Type of School	Name of School	City	State	Dates Attended (Mo/Yr)	Degree Earned or Hours/Years Completed	Major Field of Study	Did you graduate? (yes/no)
High School (GED)							
College/University							
College/University							
Business Vocational Trade School							
Graduate School							
Other							

Military Service		
Branch of Service	Date Inducted and Rank	Date Discharged and Rank
Type of Discharge ( <i>If other than "Honorable", explain</i> )		
Primary Military Occupation		
Skills Acquired		

Training and Skills
Please provide any additional information that may assist us in the consideration of your application including special skills, training, qualifications, membership in professional societies, licenses, certifications, etc.
Personal Computer Skills:    MS Office    Word Processing _____ wpm    Spread Sheet    Graphics  Other skills:



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**I understand** that the completion of this application does not indicate there are open positions and does not obligate Cordillera Ranch Club Management, LLC in any way.

**I certify** that all facts contained in the application are true and complete and acknowledge that Cordillera Ranch Club Management, LLC is relying on the accuracy of the information provided. I authorize Cordillera Ranch Club Management, LLC to verify the accuracy of the information provided herein, and I authorize former employers, educational institutions and credit agencies to release information concerning me to Cordillera Ranch Club Management, LLC. I also authorize Cordillera Ranch Club Management, LLC to give references and provide information about me in response to inquiries subsequent to my employment if hired. I understand that falsification, misrepresentation or omission of requested facts may result in denial of employment or, if employed, may result in immediate dismissal. I understand and agree that, if hired; my employment will be for no definite period and may, regardless of date of payment of wages, be terminated at any time without previous notice and with or without reason, at the will of either myself or Cordillera Ranch Club Management, LLC. I also understand and agree that no one has authority to promise me job security or continued employment, except the CEO of Cordillera Ranch Club Management, LLC in a formal written agreement signed by both of us.

The Fair Credit Reporting Act requires that we advise all applicants that a routine inquiry may be made which will provide applicable information concerning character, general reputation, personal characteristics, and mode of living. Further information on the nature and scope of such report, if made, will be available to you upon written request.

All information required on this form is necessary to process your application properly and to enable Cordillera Ranch Club Management, LLC to comply with state and federal laws and regulations.

Because of the potential problems that may arise from family members or relatives working under the supervision of other family members, it is the policy of the Company not to hire individuals in such situations. This does not preclude a family member working in another department under the supervision of another department head or two family members working in the same department as long as neither supervises the other. Family members are defined as spouses, children, parents, siblings, significant others, unrelated persons living in the same household, aunts, uncles, nieces, nephews, in-laws and first cousins.

It is the policy of the Company that persons related to members of The Clubs of Cordillera Ranch are not eligible for employment. Related persons include spouses, children, parents, siblings, significant others, and related or unrelated persons living in the same household.

Are you related to any member or prospective member of The Clubs of Cordillera Ranch for which you are applying for employment?

Yes      No      If yes, name the member: \_\_\_\_\_

To your knowledge are you related to any vendor or contractor who does business with the facility/club/establishment for which you are applying for employment?

Yes      No      If yes, name the vendor: \_\_\_\_\_

If applying for a particular opening, how did you hear about it?

Employment ad, what paper? \_\_\_\_\_ Friend      Other,

Signature	Date
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## Authorization for Release of Information

Personal Information											
Last Name	First Name				Middle Name						
Other Name(s)	Date of Birth (mm/dd/yyyy)				Gender <input type="checkbox"/> M <input type="checkbox"/> F						
Social Security Number											
Email Address						Home/Cell Phone					
Present Address (Street, City, State, Zip Code)						Former Address (Street, City, State, Zip Code)					
Permanent Address (Street, City, State, Zip Code) <i>(if different)</i>						Former Address (Street, City, State, Zip Code)					
DISCLOSURE AND CONSENT CONCERNING CONSUMER REPORTS FOR EMPLOYMENT APPLICANTS											
<p>Read this carefully. This consent and release has been provided to you for this employer to request a consumer report or investigate consumer reports in connection with your application for employment, resume or during the course of your employment, if any.</p> <p>The Applicant acknowledges that this company may now, or at any time while employed, verify information within the application, resume or contract for employment. The verifications and/or checks may include but not be limited to: driving record, workers compensation records, credit bureau files, employment references, personal references, any educational and licensing institution and to receive any criminal record information pertaining to me which may be in the files of any Federal, State, or Local criminal justice agency in this or any other State. A photocopy or telephonic facsimile (Fax) of this Authorization for release of information shall be as valid as the original. The results of this verification process will be used to determine employment eligibility. All results will be kept CONFIDENTIAL. The information obtained will not be provided to any parties other than to designated Company Personnel.</p> <p>According to the Fair Credit Reporting Act, if any adverse decision is made with regard to application for employment, based entirely or in part on the information contained in a consumer report or investigative consumer report prepared by a consumer reporting agency, you are entitled to receive a copy of this report upon written request, and a disclosure of the nature and scope of the investigative report. Your signature below indicates that you have carefully read and understand that a consumer report or investigative consumer report regarding you may be requested and reviewed for employment purposes, including any future decisions concerning your employment, promotion, or retention as an employee. Additionally, your signature below reflects your understanding that such consent will remain in effect indefinitely until you revoke it in writing.</p>											
CONSENT STATEMENT											
<p>I have carefully read and understand this authorization form and by my signature consent to the release of consumer or investigative consumer reports, as defined above in conjunction with my application for employment. I further understand this consent will apply during the course of my employment, should I obtain such employment, and that such consent will remain in effect until revoked in a written document signed by me. In the event that I wish to refuse or revoke my consent at any time, I understand that I may do so. I further understand that any and all information contained in my job application, or otherwise disclosed to this employer by me may be utilized for the purpose of obtaining consumer reports or investigative consumer reports requested by the Employer and confirm that all such information is true and correct.</p> <p>I, the undersigned applicant, do hereby certify that the information provided by me for the purpose of employment is true and complete to the best of my knowledge. I understand that if I am employed, any false statements will be considered as cause for possible dismissal.</p> <p>I authorize Cordillera Ranch Club Management, LLC and any of its Agents or designated Company Personnel, to disclose orally and in writing the results of this verification process and/or interview to authorized representatives. I do hereby agree to forever release and discharge this company, its agents, and their associates to the full extent permitted by law from claims, damages, losses, liabilities, costs and expenses, or any other charge or complaint arising from the retrieving and reporting of information. CALIFORNIA CONSUMER REPORTING ACT DISCLOSURE FOR EMPLOYMENT IN CALIFORNIA ONLY: By checking this box, I request to receive a copy of the report from the credit reporting agency at no charge at the same time the report is provided to the prospective employer.</p>											
Signature								Date			



## Conditional Offer of Employment

Date \_\_\_\_\_

Dear \_\_\_\_\_  
(Applicant's Full Name)

You have been offered conditional employment with Cordillera Ranch Club Management LLC for the following position:

\_\_\_\_\_

at an hourly rate of \$ \_\_\_\_\_

or

at a salary of \$ \_\_\_\_\_

Your employment with us is contingent on the following:

- Clear Background Check
- I-9 Verification
- Reference Check

If there is a problem with one or more of these documents, your employment will be terminated immediately.

Sincerely,

Supervisor's Signature \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

I, \_\_\_\_\_ (applicant's name) have understood that this is a contingent offer of employment.

Signature	Date
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