



# LONGBOAT • KEY • CLUB & RESORT

## APPLICATION FOR EMPLOYMENT

**\*PLEASE READ THIS INFORMATION CAREFULLY BEFORE COMPLETING YOUR APPLICATION\***

- This application must be completed in full and must contain original signatures.
- A resume may be attached only as additional information, and will not be accepted in lieu of a completed application.
- Your application will not be considered unless complete answers are provided to all questions and all requested documentation is attached. This includes contact information for past employers/references.
- The department hiring for each position will select applicants for interview. You will either be contacted for an interview or notified of the outcome by Human Resources.

**Longboat Key Club & Resort** is an equal opportunity employer and always seeks to employ the best qualified individual for the job based on job-related qualifications, regardless of race, color, religion, sex, age, national origin, marital status, disability, veteran status, or any other characteristic protected by law.

**Important Note:** This is a very significant document. You should be very careful as you complete it. Answer each item accurately and completely. Failure to do so may result in you not being considered for the position or in your termination if inaccurate or omitted information is discovered after your employment has begun.



442 Gulf of Mexico Dr., Longboat Key, FL 34228  
P. 941.383.8862 | E. hr@longboatkeyclub.com

<b>NAME:</b>			
	First Name	MI	Last Name
<b>DATE APPLICATION SUBMITTED:</b>			

**PLEASE PRINT CLEARLY**

<b>POSITION(S) DESIRED:</b>	1		3	
	2		4	

<b>DATE YOU CAN START:</b>		<b>DESIRED SALARY/ HOURLY RATE:</b>	
----------------------------	--	---	--

<b>EMAIL ADDRESS:</b>	
-----------------------	--

<b>LIST ALL OTHER NAMES BY WHICH YOU HAVE EVER BEEN KNOWN:</b>	
--	--

<b>PRESENT ADDRESS:</b>				
	Street	City	State	Zip Code

<b>How Long</b>			
	PHONE NUMBER	ALTERNATE PHONE NUMBER	

<b>PERMANENT ADDRESS:</b>				
	Street	City	State	Zip Code

<b>How Long</b>			
	PHONE NUMBER	ALTERNATE PHONE NUMBER	

<b>PREVIOUS ADDRESS:</b>				
	Street	City	State	Zip Code

<b>ARE YOU 18 YEARS OLD OR OLDER?</b>	(Proof of age may be required)	<input type="checkbox"/>	<input type="checkbox"/>
		Yes	No

<b>ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE USA?</b>	(You will be required to provide proof within 3 days of commencement of employment)	<input type="checkbox"/>	<input type="checkbox"/>
		Yes	No

<b>ARE THERE ANY LIMITATIONS ON THE DAYS OR SHIFTS THAT YOU ARE AVAILABLE TO WORK?</b>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No

<b>IF YES, EXPLAIN:</b>	
-------------------------	--

<b>REFERRING TO THE APPLICABLE JOB DESCRIPTION(S), ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB(S) FOR WHICH YOU ARE APPLYING, WITH OR WITHOUT REASONABLE ACCOMMODATION?</b>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No

<b>HAVE YOU EVER APPLIED OR WORKED AT LONGBOAT KEY CLUB &amp; RESORT?</b>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No

<b>IF YES, WHEN?</b>		<b>FOR WHAT POSITION?</b>	
----------------------	--	---------------------------	--

<b>WERE YOU TERMINATED?</b>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No

<b>WHAT WAS THE EXACT REASON(S) FOR LEAVING?</b>	
--	--

<b>NAME OF YOUR LAST IMMEDIATE SUPERVISOR AT LONGBOAT KEY CLUB &amp; RESORT:</b>	
--	--

<b>ARE YOU RELATED TO ANYONE EMPLOYED AT LONGBOAT KEY CLUB &amp; RESORT:</b>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No

<b>IF YES, STATE NAME(S) AND RELATIONSHIP:</b>	
--	--

<b>DO YOU KNOW ANY CURRENT EMPLOYEE(S) OF THE LONGBOAT KEY CLUB?</b>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No

<b>IF YES, WHO?</b>	
---------------------	--

<b>WHO REFERRED YOU TO LONGBOAT KEY CLUB &amp; RESORT?</b> (If you found out about our openings on the internet please write "internet")	
---	--

APPLICANT'S SIGNATURE

## PERIODS OF EMPLOYMENT AND UNEMPLOYMENT

Please list **ALL** employment starting with the most recent first. Include all periods for which you were self employed, worked as an independent contractor, or were in military service. Attach additional page(s) if necessary.

**“SEE RESUME” IS NOT AN ACCEPTABLE RESPONSE. YOU MUST COMPLETE THIS ENTIRE SECTION.**

<b>COMPANY:</b>		<b>Dates of Employment</b>	<b>From:</b>		<b>To:</b>	
<b>Street Address:</b>		<b>City, State &amp; Zip Code</b>				
<b>Phone Number:</b>		<b>Supervisor's Name:</b>				
<b>Your Position:</b>		<b>Ending Salary:</b>				
<b>Description of Work:</b>						
<b>Reason for Leaving:</b>					<b>Were you Discharged:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>May we contact this employer for a reference?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If "No" why not?</b>				

<b>COMPANY:</b>		<b>Dates of Employment</b>	<b>From:</b>		<b>To:</b>	
<b>Street Address:</b>		<b>City, State &amp; Zip Code</b>				
<b>Phone Number:</b>		<b>Supervisor's Name:</b>				
<b>Your Position:</b>		<b>Ending Salary:</b>				
<b>Description of Work:</b>						
<b>Reason for Leaving:</b>					<b>Were you Discharged:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>May we contact this employer for a reference?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If "No" why not?</b>				

<b>COMPANY:</b>		<b>Dates of Employment</b>	<b>From:</b>		<b>To:</b>	
<b>Street Address:</b>		<b>City, State &amp; Zip Code</b>				
<b>Phone Number:</b>		<b>Supervisor's Name:</b>				
<b>Your Position:</b>		<b>Ending Salary:</b>				
<b>Description of Work:</b>						
<b>Reason for Leaving:</b>					<b>Were you Discharged:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>May we contact this employer for a reference?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If "No" why not?</b>				

<b>COMPANY:</b>		<b>Dates of Employment</b>	<b>From:</b>		<b>To:</b>	
<b>Street Address:</b>		<b>City, State &amp; Zip Code</b>				
<b>Phone Number:</b>		<b>Supervisor's Name:</b>				
<b>Your Position:</b>		<b>Ending Salary:</b>				
<b>Description of Work:</b>						
<b>Reason for Leaving:</b>					<b>Were you Discharged:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>May we contact this employer for a reference?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If "No" why not?</b>				

**APPLICANT'S SIGNATURE**

# PERIODS OF EMPLOYMENT AND UNEMPLOYMENT

Please account for any time you were not employed in the last ten (10) years.

(Please list all periods that you collected unemployment insurance. You need not list any unemployed periods of one month or less.)

Time Period of Unemployment	Reason(s) Unemployed

(Please attach additional sheets, if insufficient space above)

<b>Have you ever resigned in lieu of termination?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Have you ever been involuntary terminated from any job?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>If yes, please explain in detail:</b>		

## NON-FAMILY / NON-EMPLOYER REFERENCES

List three people that you have known for at least (3) three years. Please do not include relatives or current/past employers.

Name	Phone Number(s)	Relationship	Years Acquainted

## EDUCATION

CHECK THE HIGHEST LEVEL OF EDUCATION OR EQUIVALENT COMPLETED												
<b>Elementary 8 or less</b>	<input type="checkbox"/>	<b>High School</b>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	11 <input type="checkbox"/>	12 <input type="checkbox"/>	<b>College/Tech</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	
		<b>Did you receive a High School Diploma or G.E.D.?</b>	<input type="checkbox"/> High School Diploma	<input type="checkbox"/> GED	<input type="checkbox"/> Neither							
<b>Name and Address of High School, College, University or Vo-Tech attended</b>												
<b>Did you graduate?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Degree received</b>									

## MISCELLANEOUS

<b>List equipment that you are experienced in operating, i.e., computers, tractor, switchboard</b>			
<b>List software packages with which you are proficient, i.e., Word, Excel, PowerPoint, Outlook, Internet Explorer</b>			
<b>List any additional qualifications, skills, abilities, or training that you possess</b>			
<b>List Clerical Skills, i.e. typing WPM</b>			
<b>List any language skills</b>			
<b>Do you have any commitments, including non-compete agreement, to another entity, business, or person that might affect your employment at Longboat Key Club &amp; Resort?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>If yes, please explain in detail:</b>			

APPLICANT'S SIGNATURE

## PROFESSIONAL LICENSES, CERTIFICATIONS AND/OR ORGANIZATION MEMBERSHIPS

Please indicate any professional licenses, certifications and/or organization memberships that you have which you feel are relevant to the position for which you are applying. You need not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status or any other protected class. If you are applying for a position that requires state or national registration, certification or license, you must furnish with us current proof of registration, certification or license.

Agency/Organization Name	Type of license, certificate or membership	License, Certificate or Membership Number	Active		Expiration Date
			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
			<input type="checkbox"/> Yes	<input type="checkbox"/> No	

<b>Has your professional license, certificate, or membership ever been suspended or revoked?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>If yes, please explain in detail:</b>			

## DRIVERS' LICENSE

<b>Do you have a valid drivers' license?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>State of Issue:</b>			
<b>Registration Number and type:</b>			
<b>Has your license ever been suspended or revoked?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>If yes, please explain in detail:</b>			

# CRIMINAL MATTERS

Regardless of the ultimate adjudication for a crime, have you ever been charged with committing a crime, been convicted of a crime, plead guilty or nolo contendere (no contest), received a suspended sentence, or had adjudication withheld to a crime other than a minor traffic violation?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, please state the number of times:				
Describe the circumstances and explain fully each issue. A criminal record will not necessarily disqualify an applicant. Factors such as age at the time, the nature, severity, date of the offense(s) or incident(s) and rehabilitation will be considered in relation to the position for which you are applying. Please attach additional sheet if necessary.				

Do you have any criminal charges currently pending?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, explain fully. (A charge will not necessarily disqualify an applicant)				

Have you ever been defendant in a civil suit for an intentional tort (assault, battery, false imprisonment, invasion of privacy, intentional infliction of emotional distress, intentional wrongful death)?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, explain the nature of the claims in the lawsuit(s) and disposition(s). Answering "yes" will not necessarily disqualify an applicant. Factors such as age at the time, the nature, severity, date of the offense(s) or incident(s) and rehabilitation will be considered in relation to the position for which you are applying. Please attach additional sheet if necessary.				

At the Longboat Key Club & Resort we reserve the right, in addition to post offer testing, reasonable suspicion testing, post accident, random drug and alcohol testing, and criminal background screenings at our discretion. If hired, an individual is required to immediately report in writing, arrests for ANY offense to Human Resources.	Initials Here
--	---------------

## AUTHORIZATION

**Important, please read carefully and initial each paragraph before signing.**

"I declare under penalty of perjury that the facts contained in this application or any resume or other documentation submitted are true, and complete, to the best of my knowledge. I understand that any false information or significant omissions will disqualify me from further consideration for employment, and will be justification for my dismissal from employment, if discovered at a later date."	Initials Here
"If Longboat Key Club & Resort makes a conditional job offer, I consent to a pre-employment drug / alcohol screening exam. If employed, I consent to reasonable suspicion, post accident, and random drug and alcohol testing. I also consent to the appropriate release of any and all medical information, as may be deemed necessary to Longboat Key Club & Resort."	Initials Here
"This application for employment shall be considered active for a period of time not to exceed 45 days. I understand if I wish to be considered for employment beyond this time period, I should inquire as to whether or not applications are being accepted at that time."	Initials Here

**APPLICANT'S SIGNATURE**