


APPLICATION FOR EMPLOYMENT

Turf Valley Resort is an Equal Opportunity Employer & affords equal opportunity to all applicants for all positions with regard to race, color, age, sex, disability, marital status, religion, national origin, sexual orientation, military status or any other basis prohibited by federal, state, or local law.

LAST NAME:		FIRST NAME:		MI:	 <p>TURF VALLEY RESORT</p> <p>“A PLACE TO CALL YOUR OWN”</p> <p>HUMAN RESOURCES 2700 TURF VALLEY ROAD ELLCOTT CITY, MD 21042</p> <p>PH: 410.465.1500 x2861 FAX: 410.465.0589 JOBS@TURFVALLEY.COM</p>
ADDRESS:					
CITY:	STATE:	ZIP:			
DATE:	HOME PHONE NUMBER :				
CELL/OTHER PHONE NUMBER:					
ARE YOU LEGALLY ELIGIBLE TO WORK IN THE U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO		HOW WERE YOU REFERRED TO TURF VALLEY? CAREERBUILDER [] EMPLOYMENTGUIDE [] WORKBALTIMORE [] TURF VALLEY WEBSITE [] THE EXAMINER [] OTHER: _____			POSITION(S) APPLYING FOR: RATE OF PAY DESIRED: \$
LIST ANY OTHER NAME YOU HAVE USED TO ASSIST US IN CHECKING YOUR REFERENCES & BACKGROUND:		EMPLOYEE REFERRAL, NAME:			
		ARE YOU 18 YEARS OF AGE OR OLDER? : <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(IF NOT, EMPLOYMENT IS SUBJECT TO VERIFICATION THAT YOU ARE OF MINIMUM AGE)</i>			

WHEN CAN YOU START?	ARE YOU EMPLOYED NOW: <input type="checkbox"/> YES <input type="checkbox"/> NO. IF YES, WHERE?
GIVE CURRENT JOB TITLE & DESCRIPTION OF DUTIES:	
WHAT IS YOUR CURRENT SALARY/RATE OF PAY: \$	
HAVE YOU EVER APPLIED TO TURF VALLEY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO. IF YES, WHEN?	

WHY DO YOU WANT TO CHANGE JOBS?
HAVE YOU EVER WORKED AT TURF VALLEY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO. IF YES, WHEN?
WHO WAS YOUR SUPERVISOR? REASON FOR LEAVING BEFORE?

PLEASE LIST 2 PROFESSIONAL REFERENCES (NON-RELATIVES)			
NAME	TELEPHONE NUMBER	RELATIONSHIP	YEARS KNOWN

Employment Record: Begin with your current or most recent position and work backward. Include volunteer work which will be credited as paid experience. Incomplete applications are unacceptable. If you need more space attach a continuation sheet.

YOUR FORMER EMPLOYER/SCHOOLS MAY BE USED AS REFERENCES. WHEN MAY WE CONTACT YOUR PRESENT EMPLOYER?
IF WE CANNOT CONTACT YOUR CURRENT EMPLOYER, PLEASE EXPLAIN.

EMPLOYER:	<u>EMPLOYED</u> FROM TO		YOUR DUTIES AND RESPONSIBILITIES:
ADDRESS:			
TELEPHONE:	MO/YR	MO/YR	
YOUR TITLE:			
NAME & TITLE OF SUPERVISOR:	<u>BASE SALARY</u>		
EXPLAIN REASON FOR LEAVING:	FIRST \$	LAST \$	

EMPLOYER:	<u>EMPLOYED</u> FROM TO		YOUR DUTIES AND RESPONSIBILITIES:
ADDRESS:			
TELEPHONE:	MO/YR	MO/YR	
YOUR TITLE:			
NAME & TITLE OF SUPERVISOR:	<u>BASE SALARY</u>		
EXPLAIN REASON FOR LEAVING:	FIRST \$	LAST \$	

EMPLOYER:	<u>EMPLOYED</u> FROM TO		YOUR DUTIES AND RESPONSIBILITIES:
ADDRESS:			
TELEPHONE:	MO/YR	MO/YR	
YOUR TITLE:			
NAME & TITLE OF SUPERVISOR:	<u>BASE SALARY</u>		
EXPLAIN REASON FOR LEAVING:	FIRST \$	LAST \$	

IF THE POSITION YOU ARE APPLYING FOR REQUIRES A LICENSE (INCLUDING DRIVER'S LICENSE), CERTIFICATION OR OTHER AUTHORIZATION TO PRACTICE A TRADE OR PROFESSION, COMPLETE THE FOLLOWING SECTION.

TYPE/CLASS	LICENSE NUMBER	STATE	GRANTED BY (BOARD OR COMMISSION)	EXPIRATION DATE

HAVE YOU EVER SERVED IN THE ARMED FORCES OF THE UNITED STATES? YES NO

IF YES, INDICATE WHICH SERVICE: _____ DATE OF DISCHARGE: _____

PLEASE INDICATE AVAILABILITY BY CHECKING ONE OR MORE OF THE FOLLOWING:

YEAR ROUND PART-TIME DAY HOURS ONLY TEMPORARY (LESS THAN 6 MONTHS)
 SUMMER FULL-TIME EVENING HOURS ONLY ANY HOURS CONSIDERED

NOTE: A majority of service positions require availability on Saturday, Sunday and Holidays.

IF YOUR ANSWER IS "YES" TO ANY OF THE FOLLOWING QUESTIONS, EXPLAIN IN BOX TO RIGHT

A.	HAVE YOU EVER WORKED FOR TURF VALLEY RESORT OR ANY COMPANY UNDER M.F.E.?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
B.	HAVE YOU EVER BEEN CONVICTED OF A CRIME? IF YES, LIST THE CONVICTION, DATE, CIRCUMSTANCES, & SENTENCE IMPOSED. (NOTE: LIST ONLY THOSE CONVICTIONS WHICH HAVE NOT BEEN EXPUNGED)	<input type="checkbox"/> YES <input type="checkbox"/> NO	
C.	IS ANYONE RELATED TO YOU EMPLOYED BY TURF VALLEY RESORT?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
D.	IS ANYONE RELATED TO YOU A MEMBER OF TURF VALLEY RESORT?	<input type="checkbox"/> YES <input type="checkbox"/> NO	

EDUCATION	NAMES AND ADDRESSES OF SCHOOL	DID YOU GRADUATE?	# OF YEARS/ CREDIT HRS COMPLETED	MAJOR OR TYPE OF PROGRAM	TYPE OF DEGREE OR CERTIFICATION
HIGH SCHOOL OR GRADE SCHOOL		<input type="checkbox"/> YES <input type="checkbox"/> NO			
COLLEGE		<input type="checkbox"/> YES <input type="checkbox"/> NO			
GRADUATE SCHOOL		<input type="checkbox"/> YES <input type="checkbox"/> NO			
VOCATIONAL BUSINESS SCHOOL		<input type="checkbox"/> YES <input type="checkbox"/> NO			

LIST ADDITIONAL SPECIAL QUALIFICATIONS AND SKILLS (OFFICE MACHINES/EQUIPMENT OPERATED, FOREIGN LANGUAGES SPOKEN, COMPUTER SKILLS, SPECIFIC COMPUTER PROGRAM SKILLS ETC.)

ADDITIONAL COMMENTS (FOR ADDITIONAL INFORMATION YOU WISH TO SUBMIT):

JOB APPLICANT’S AGREEMENT AND CERTIFICATION

I understand that all job offers are contingent upon successful completion of a drug screen. In the event that employment commences prior to the employer receiving the drug test results, I understand that I will be immediately discharged if the results come back positive.

I hereby authorize Turf Valley Resort (“Company”) to conduct an investigation concerning all statements contained in my application for employment, to interview all employers and to conduct any other investigations that it deems appropriate. I further authorize past employers, all references and any other persons to answer all questions asked by the Company concerning my ability, character, reputation and previous employment record. I release all such persons from any liability or damages on account of having furnished such information. I request any duly constituted law enforcement agency or judicial officer to furnish the Company with all information pertaining to me concerning unexpunged convictions and I hereby release the Company and any law enforcement agency judicial or other individual from any liability arising from the disclosure of such information pertaining to me which is obtained during said investigation. I agree, if employed, to comply with all lawful instructions of my supervisors and to abide by all present and subsequently issued rules and personnel policies of the Company.

I understand that the employer follows an “employment at will” policy, in that I or the employer may terminate my employment at any time, or for any reason consistent with applicable state or federal law; this “employment at will” policy cannot be changed verbally or in writing, unless the change is specifically a contract of employment. I understand and agree that upon termination of employment, the Company may answer truthfully all questions asked by any prospective employer concerning my ability, character, reputation, and employment record and I release the Company, its agents and employees from any liability or damages on account of having furnished such information.

I certify that the information given by me in this application is true and complete in all respects. I understand & agree that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

SIGNATURE: _____ **DATE:** _____

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

SIGNATURE: _____ **DATE:** _____

This application for employment will remain active for 60 days.
Consideration for employment after 60 days requires a new application.