



Pine Mountain Club
Property Owners Association, Inc.

Thank you for your interest in employment with Pine Mountain Club
Property Owners' Association, Inc.

Attached is an employment application.

All hiring is determined upon passing a drug test and a background check.

Please complete and return this application to the Business Office.

Interviews for all positions are scheduled through the Human Resources
Department with appropriate Department Managers.

You will be notified if an interview is requested. At that time, information
will be requested from you to allow the Association to conduct a background
check and instructions will be given to you regarding the drug test.

Again, all hiring is determined upon passing a drug test and a background
check.

Thank you,

Human Resources Department



PINE MOUNTAIN CLUB PROPERTY OWNERS' ASSOCIATION EMPLOYMENT APPLICATION

An Equal Opportunity Employer

Date

PLEASE PRINT

Last Name First Name Middle

PRESENT ADDRESS

No. & Street City State Zip

MAILING ADDRESS (if different from present address)

No. & Street City State Zip

Business Phone Home Phone

EMPLOYMENT DESIRED

Position applying for: _____

PERSONAL INFORMATION

Have you every applied to or worked for Pine Mountain Club Property Owners' Association before? Yes No
If yes, when? _____

Do you have any friend(s) or relative(s) working for Pine Mountain Club Property Owners' Association? Yes No
If yes, state name(s) and relationship:

<input type="text"/> Name	<input type="text"/> Relationship
<input type="text"/> Name	<input type="text"/> Relationship

Why are you applying for work at Pine Mountain Club Property Owners' Association?

If hired, would you have a reliable means of transportation to and from work? Yes No

Are you at least 18 years old? (If under 18, hiring is subject to verification that you are of minimum legal age.) . Yes No

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country?
..... Yes No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No

If no, describe the functions that cannot be performed.

(NOTE: We comply with applicable laws regarding reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hiring may be subject to passing a medical examination, and/or skill and agility tests.)

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)?
 (Convictions for marijuana-related offenses that are more than two years old need not be listed. Yes No
 If yes, state nature of the crime(s), when and where convicted, and disposition of the case(s).

(NOTE: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Are you currently employed? Yes No
 If so, may we contact your employer? Yes No

EDUCATION, TRAINING, AND EXPERIENCE

School	Name and Address	No. of Years Completed	Did you Graduate?	Degree or Diploma
High School	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
	Name <input type="text"/>			
	Address <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>		
	City	State Zip		
College/ University	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
	Name <input type="text"/>			
	Address <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>		
	City	State Zip		
Vocational/ Business	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
	Name <input type="text"/>			
	Address <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>		
	City	State Zip		

Do you have any other experience, training, qualifications, or skills that you feel make you especially suited for work at Pine Mountain Club Property Owners' Association? Yes No
 If so, please explain:

EMPLOYMENT HISTORY

List below all present and past employment starting with your most recent employer (last five years if sufficient). Account for all periods of unemployment. You must complete this section even if attaching a resume.

1

Name of Employer Telephone No.

Type of Business Your Supervisor's Name

Address & Street City State Zip

Dates of Employment: Weekly Pay:

From To Starting Ending

Your Position and Duties

Reason for Leaving

May we contact this employer for a reference: Yes No

2

Name of Employer Telephone No.

Type of Business Your Supervisor's Name

Address & Street City State Zip

Dates of Employment: Weekly Pay:

From To Starting Ending

Your Position and Duties

Reason for Leaving

May we contact this employer for a reference: Yes No

3

Name of Employer Telephone No.

Type of Business Your Supervisor's Name

Address & Street City State Zip

Dates of Employment: Weekly Pay:

From To Starting Ending

Your Position and Duties

Reason for Leaving

May we contact this employer for a reference: Yes No

NOTE: Attach additional page(s) if necessary.

REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

1
First Name Last Name Telephone No.

Address & Street City State Zip

No. of Years Acquainted

2
First Name Last Name Telephone No.

Address & Street City State Zip

No. of Years Acquainted

3
First Name Last Name Telephone No.

Address & Street City State Zip

No. of Years Acquainted

Please Read Carefully, Initial Each Paragraph and Sign Below

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and Pine Mountain Club Property Owners' Association. In addition, I understand and agree that if I am employed, my employment is "at will" and not for a definite or determinable period and may be terminated at any time, with or without prior notice and with or without cause, at the option of either myself or Pine Mountain Club Property Owners' Association and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the Pine Mountain Club Property Owners' Association designated representative.