



SANTA ANA GOLF CLUB, INC.

APPLICATION AND HIRING PROCESS

1. Applicants may apply by submitting the application via email, fax, mail or drop off to:

SAGC Inc.
kathy@santaanagolf.com
288 Prairie Star Road
Santa Ana Pueblo, NM 87004
Fax: 867-9050

Emailed applications will receive an email confirmation

2. Applicants may apply for more than one position. Please list positions in order of preference. Applications will be processed for open positions only.
3. All applications received will be forwarded to the Human Resources office. Human Resources will keep applications on file for a minimum of 90 days.
4. Once a position is approved for hire, the hiring manager will contact qualified applicants to schedule interviews.
5. After interviews are completed, the hiring manager may extend a verbal **conditional offer of employment** to the most qualified candidate. The hiring manager will then contact Human Resources to advise their selection.
6. Human Resources will contact the applicant to schedule an appointment to complete employment paperwork and any applicable testing. Upon successful completion of all requirements, Human Resources and the CEO/Director of Golf will determine if a **final offer of employment** is extended.