



EMPLOYMENT APPLICATION

SANTA ANA GOLF CLUB INC. APPLICATION PROCESS

- ◆ Applications will be processed for open positions only. If you apply for a position that is not currently open, your application will be acknowledged and kept on file for 90 days.
- ◆ Complete the Employment Application and return to the Human Resources Department in person, by mail, fax or email to kathy@santaanagolf.com. You may list more than one position on an application. Please list in order of preference.
- ◆ For open positions, the hiring manager will review applications and select qualified candidates to schedule an interview.
- ◆ If you do not receive a call for an interview, please continue to apply for any current open position.

We appreciate your interest and wish you success with your job search!

Santa Ana Golf Club, Inc.
Human Resources
288 Prairie Star Road
Santa Ana Pueblo, NM 87004
Fax #: (505) 867-9050

Santa Ana Golf Club Inc.

288 Prairie Star Road
Santa Ana Pueblo, NM 87004
505-867-3000

Employment Application

Position(s) Applied For _____

INSTRUCTIONS: Please PRINT legibly except for your signature. Answer each question completely, even if you attach a resume. This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. Please answer all questions completely and accurately. False information, omissions, or misrepresentations of facts called for in this application, whether on this document or not, or during the interview process, may result in rejection of your application or discharge at any time during your employment. A conviction will not necessarily bar an applicant from employment. Additional testing of job-related skills and for the presence of drug use may be required prior to employment.

Personal Information

Name _____
(Last) (First) (Middle)

Address _____
(Number)(Street) (City) (State) (Zip Code)

Telephone (Home)(_____) _____ - _____ (Cell)(_____) _____ - _____ (Other)(_____) _____ - _____

Email Address: _____ @ _____

How did you learn of the position you are applying for? _____

Have you applied with SAGC before? Yes No If yes, when: _____

Have you ever used a different name for school or employment? Yes No
If so, what name(s)? _____

Have you ever been employed by the Santa Ana Golf Club Inc. or any other Santa Ana Tribal affiliated organization? Yes No
If yes, give date separated. _____

Are you currently a tribally enrolled Santa Ana member? Yes No

Does the Santa Ana Golf Club Inc. employ any relative of yours? Yes No
If yes, Name _____,
Relationship _____

Can you work legally in the United States? Yes No
If hired, documentation showing eligibility for employment and identity will be required.

Do you possess a valid Driver's License? Yes No
State _____ Class _____ License # _____

Within the past five years have you been convicted of a misdemeanor or within the past seven years have you been convicted of a felony or are you presently formally charged with committing a criminal offense? Yes No
If yes, on a separate sheet of paper, please give date(s) and place(s), the specific charge(s), and fully explain the situation. A conviction will not necessarily disqualify applicant from employment.

Within the past three years, have you ever knowingly used any controlled substances such as narcotics, amphetamines, or barbiturates other than those prescribed to you by a physician? Yes No

Applying for: Full Time, Part Time, Regular, Seasonal
Available to work: Weekends, Nights, Variable
Date available: _____, Hours/Days Not Available: _____

Military Service

| | | | | |
|---------------------|------------------------|---------------|-------------------|--|
| <u>Date Entered</u> | <u>Date Discharged</u> | <u>Branch</u> | <u>Final Rank</u> | <u>Military Occupational Specialty</u> |
|---------------------|------------------------|---------------|-------------------|--|

Education/Training

| | | | |
|-------------------|------------|--------------------------|-----------------|
| School Attended | City/State | Circle Level Completed | Degree Obtained |
| High School | | 9 - 10 - 11 - 12 - GED | |
| College | | F - S - Jr - Sr | |
| Graduate School | | Graduate Major and Hours | |
| Business School | | Courses Taken | |
| Vocational School | | Courses Taken | |

Licenses, Special Certificates or Skills

Indicate any foreign languages you can speak, read and/or write.

Speak _____, Read _____, Write _____

Typing Speed _____ Do you operate a 10-key adding machine Yes No
 Sight Touch

Office Machines _____

Software Programs _____

Heavy Equipment or Other Machinery _____

CPR First Aid EMT-B Other _____

Please indicate any other information you would like us to consider.

Employment History

List below your complete employment record starting with your present or last employer. Include any unemployed or self-employed periods, showing dates and locations.

| | | | |
|---|--------------------------|-------------------------|------------|
| Company Name | Type of Business | From (Mo/Yr) | To (Mo/Yr) |
| Address | Phone | Job Title | |
| City/State/Zip Code | Start Monthly/Hourly Pay | Last Monthly/Hourly Pay | |
| Supervisor's Name | Full Time Part Time | Hours per week | |
| If you supervised employees, please indicate number and give dates. | | | |

Duties:

Reasons for leaving:

| | | | |
|---|--------------------------|-------------------------|------------|
| Company Name | Type of Business | From (Mo/Yr) | To (Mo/Yr) |
| Address | Phone | Job Title | |
| City/State/Zip Code | Start Monthly/Hourly Pay | Last Monthly/Hourly Pay | |
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Reasons for leaving:

| | | | |
|--------------|------------------|--------------|------------|
| Company Name | Type of Business | From (Mo/Yr) | To (Mo/Yr) |
|--------------|------------------|--------------|------------|

| | | |
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| Address | Phone | Job Title |
| City/State/Zip Code | Start Monthly/Hourly Pay | Last Monthly/Hourly Pay |
| Supervisor's Name | Full Time Part Time | Hours per week |

If you supervised employees, please indicate number and give dates.

Duties:

Reasons for leaving:

References (No Relatives)

| Name | Address | Phone |
|------|---------|-------|
| | | |
| | | |
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Certification and Release

Certification and Release: I certify that I have read and understand the instructions on this form and that the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false statements, misrepresentations or omissions made by me on this application or any supplement thereto, will be sufficient grounds for rejection of this application or discharge after employment. I authorize the Santa Ana Golf Club Inc. and/or its agents, including consumer-reporting bureaus, to verify any of this information. I authorize all former employers, persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release any said persons, schools, companies and law enforcement authorities from any liability for any damage whatsoever for issuing this information. I also understand that the use of illegal drugs is prohibited. If policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment. I agree to work under the policies and regulations of the Santa Ana Golf Club Inc. I have the right to end my work relationship with the Santa Ana Golf Club Inc., with or without advance notice or cause. The Santa Ana Golf Club Inc. has the same right. An offer and acceptance of employment is not a contract for employment. No representative has authority to make any agreement contrary to the above except the General Manager of the Santa Ana Golf Club Inc. I authorize the Santa Ana Golf Club Inc. to withhold from my final pay an amount equal to anything owed the organization. This includes the cost of replacing any and all Santa Ana Golf Club Inc. property or any other lawful charge or indebtedness.

| | |
|------------------------|------|
| Signature of Applicant | Date |
|------------------------|------|