

**Coach's**  
*Est 2004*  
**Golf & Grill**  
**Lena, IL**  
**www.stagecoachgolfcourse.com**

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**Personal Information**

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Business Phone: \_\_\_\_\_

**Position Desired**

Food Server, Bartender, Dishwasher, Line Cook/Food Prep\* (see definitions on last page)

Title: \_\_\_\_\_

Desired Salary: \$ \_\_\_\_\_

**Work Eligibility**

Are you eligible to work in the United States? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Are you available to work holidays? Yes: \_\_\_\_\_ No: \_\_\_\_\_

When will you be available to begin work? \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ (Month/Year)

Are you 16 or older? Yes: \_\_\_\_\_ No: \_\_\_\_\_ (15 year olds must get work permit)

Are you 18 or older Yes: \_\_\_\_\_ No: \_\_\_\_\_ (Must be 18 to serve alcohol & 21 to sell it)

Have you been convicted of or pleaded no contest to a felony within the last five years?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Have you been convicted of, pleaded guilty to, or pleaded no contest to, an act of dishonesty, or breach of trust or moral turpitude, such as misdemeanor petty theft, burglary, fraud, writing bad checks, and other related crimes within the last five (5) years? \* Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

\*Conviction of a crime, or pleading guilty to a criminal charge, will not necessarily disqualify you from the job for which you are applying. Each conviction or plea will be considered with respect to time, job relatedness, and other relevant factors.

**Availability**

Days Available

Sun. \_\_\_\_\_ Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_ Th. \_\_\_\_\_ Fri. \_\_\_\_\_ Sat. \_\_\_\_\_

Total Hours Available: \_\_\_\_\_ Hours Available: from \_\_\_\_\_ to \_\_\_\_\_

**Education**

High School: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

College: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Course of Study: \_\_\_\_\_

# of Years Completed: \_\_\_\_\_

Did You Graduate? Yes: \_\_\_\_\_ No: \_\_\_\_\_ Degree: \_\_\_\_\_

**Employment History**

Please give accurate and complete employment record. Start with present or most recent employer. Include military experience if applicable.

*Position #1*

Company Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Company Phone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Employed (Month and Year) From: \_\_\_\_\_ To: \_\_\_\_\_

Weekly Pay: \_\_\_\_\_

Describe your work: \_\_\_\_\_

May we contact this employer? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If not, why not? \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

*Position #2*

Company Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Company Phone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Employed (Month and Year) From: \_\_\_\_\_ To: \_\_\_\_\_

Weekly Pay: \_\_\_\_\_

Describe your work: \_\_\_\_\_

May we contact this employer? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If not, why not? \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

*Position #3*

Company Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Company Phone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Employed (Month and Year) From: \_\_\_\_\_ To: \_\_\_\_\_

Weekly Pay: \_\_\_\_\_

Describe your work: \_\_\_\_\_

May we contact this employer? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If not, why not? \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

## Conditions of Employment

Coach's Golf & Grill sets high standards for its employees, and compliance with these standards is a condition of employment. If you are offered a position you need to carefully consider what we would require of you before you accept. As an employee, you must do everything you can to make our customers happy, including:

- Following our standards of professionalism
- Smiling and making eye contact
- Arriving on time
- Maintaining a positive, enthusiastic attitude
- Treating coworkers with respect
- Being honest and dedicated in your work
- Expediting customers' transactions/requests quickly and professionally
- Following company policies and procedures
- Assisting customers
- Following directions
- Meeting standards of work quality and quantity
- Maintaining a professional appearance and complying with the company dress code
- Accepting a work schedule that may require holiday work

Are you willing and able to comply with all the requirements listed?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If your answer is no, or if you have concerns about being able to comply with any of these requirements, please explain:

\_\_\_\_\_  
\_\_\_\_\_

### Agreement of the Transfer of Information

I declare the information provided by me in this application is true, correct, and complete to the best of my knowledge. I understand that if employed, any falsification, misstatement, or omission of fact in connection with my application, whether on this document or not, may result in immediate termination of employment. I authorize you to verify any and all information provided above.

I will be free to terminate my employment at any time for any reason, and that Coach's Golf & Grill retains the same rights.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

### **\*\*\*Job Descriptions:**

Food Server – Requires continuous movement, responsiveness to guest's needs, sales skills, cash handling, teamwork, some heavy lifting, and ability to work under pressure.

Dish Washer – Requires attention to detail, commitment to cleanliness, high sanitation and organizational standards, continuous movement, some heavy lifting.

Bartender – Work in a confined work space in a fast pace environment. Requires responsible service of alcohol & cash handling, sales skills and teamwork, some heavy lifting and ability to work under pressure.

Line cook/Food Prep – Requires attention to detail, commitment to standards, ability to work under pressure and to work fast. Some heavy lifting and hot working conditions.

Bus person – Clear tables, continuous movement, some heavy lifting, ability to work under pressure.