

## EMPLOYMENT APPLICATION

The Pittsburgh Field Club is an equal opportunity/affirmative action employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, national origin, marital status, ancestry, citizenship, veteran status, sexual orientation or preference.



<b>PERSONAL</b>			
Last Name	First Name	M.I.	Social Security #
Other Name(s) Used			Home Telephone # ( )
Address			Secondary/Cell # ( )
Email Address			
Position Applied for		Referred By	Salary Desired
Have you ever interviewed with the Pittsburgh Field Club before? _____ YES _____ NO		If yes, list date(s), job title(s)& location(s)	
Have you ever been employed by the Pittsburgh Field Club before? _____ YES _____ NO		If yes, list date(s), job title(s), & location(s)	
Do you have any relatives employed by the Pittsburgh Field Club? _____ YES _____ NO		If yes, list date(s), job title(s), & location(s)	
Are you at least 18 years old? _____ YES _____ NO		If under 18, do you have a work permit? _____ YES _____ NO	
<b>EDUCATION</b>			
Circle Highest Grade Completed		High School	9 10 11 12
		College, Trade or Business	1 2 3 4
		Graduate Studies	_____
School	Address	Major Studies	Degrees, Diploma, License or Certificate
High School			
College/University			
Vocational, Business Other			
List Any Professional Designations			
Other Special Knowledge, Skills or Qualifications			
For Clerical Applicants Only:			
Do you keyboarding skills?			
Computer/Software skills			

**EMPLOYMENT HISTORY**

List all employment for the past 10 years, starting with the most recent position. All information must be completed. You may attach a resume, but not in place of completing the required information.

Employed From: / /	Employer's Name	Supervisor's Name	Starting Salary
Employed Until: / /	Employer's Address	Supervisor's Phone #	Ending Salary
Job Title		Reason for Leaving:	
Duties and Responsibilities			

Employed From: / /	Employer's Name	Supervisor's Name	Starting Salary
Employed Until: / /	Employer's Address	Supervisor's Phone #	Ending Salary
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Duties and Responsibilities			

<b>GENERAL</b>	
<input type="checkbox"/> YES <input type="checkbox"/> NO	May we contact your current employer for references?
<input type="checkbox"/> YES <input type="checkbox"/> NO	If hired, will you be able to work overtime, weekends and required holidays?
<input type="checkbox"/> YES <input type="checkbox"/> NO	Will you be able to perform the essential job functions for the position you are applying for with or without reasonable accommodation?
<input type="checkbox"/> YES <input type="checkbox"/> NO	If lifting is required, can you safely lift up to 15 lbs.?
<input type="checkbox"/> YES <input type="checkbox"/> NO	Have you ever been convicted of any crime (excluding convictions that have been sealed, expunged, or legally eradicated) or misdemeanors for which probation was completed and the case was dismissed by court? NOTE: A YES response does not automatically disqualify your application. If YES, please explain:
<input type="checkbox"/> YES <input type="checkbox"/> NO	Are you currently out on bail or released on your own recognizance pending trial? If YES, please explain:
<input type="checkbox"/> YES <input type="checkbox"/> NO	Are there any shifts/days that you are not able to work? If YES, please explain:

<b>REFERENCES</b>			
Name	Address	Phone #	Relationship

## Certification & Authorization

The above information is true and correct. I understand that the hiring process will be terminated, or in the event of my employment by the Pittsburgh Field Club, I shall be subject to dismissal, if any information that I have given in this application, the background release form, in any resume or interview or any part of the hiring process is false or misleading or if I have failed to give any information herein requested, or if I have withheld relevant information, regardless of the time elapsed after discovery.

I authorize The Pittsburgh Field Club to inquire my educational, professional and past employment history references as needed to research my qualifications for this position. I hereby give my consent to any former employer to provide employment-related information about me to The Pittsburgh Field Club and will hold The Pittsburgh Field Club and my former employer harmless from any claim made on the basis that such information about me was provided or that any employment decision was made on the basis of such information. I further authorize The Pittsburgh Field Club to obtain any criminal background checks and any credit and consumer check.

I understand that nothing in this employment application, the granting of an interview, or my subsequent employment with The Pittsburgh Field Club is intended to create an employment contract between myself and The Pittsburgh Field Club under which my employment could be terminated only with cause. On the contrary, I understand and agree that, if hired, my employment will be terminable at will and may be terminated by The Pittsburgh Field Club or me at any time and for any reason. I understand that no person has any authority to enter into any agreement contrary to the foregoing.

If employed, I will be required to provide original documents, which verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document(s) provided will be used for completion of Form I-9.

I hereby acknowledge that I have read and agree to the above statements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

You can email your completed application to: [kcaro@fieldclub.org](mailto:kcaro@fieldclub.org)

Please include email and cell phone contacts so that we can easily reach you.

Thank you.