

Hello,

My name is Maria White and I am the Banquet Manager at Montour Heights Country Club. Here at Montour, we provide a friendly environment for anyone just joining the work force. We are currently looking to fill multiple positions. Positions are all part time and a great opportunity for young people who need a flexible schedule and are looking to get started in the workforce. We offer a flexible schedule and we are willing to train new hires. Jobs available would be banquet server, food runner, cook, and dishwasher. If interested in a job please fill out an application and drop it by the front office at the club or send it to me via email.

Any questions feel free to reach out to me at anytime by email or phone:

mwhite@montourheightscc.com or (412) 264 – 5950 ex. 237

Thanks,

A handwritten signature in blue ink, appearing to be 'Maria White', with a long horizontal flourish extending to the right.

Maria White

Banquet Manager

1491 Coraopolis Heights Road

Coraopolis, PA 15108

(412) 264-5950 ext.237



Montour Heights Country Club

Employment Application



Montour Heights Country Club considers applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, genetic information, veteran status, or any other status protected by applicable federal, state, or local laws. This information will be treated confidentially. Please answer all questions completely. The completion of this form does not necessarily indicate that positions are open nor does it constitute an offer of employment or a contract of employment. Please type, print or write legibly in ink.

General Information

Last Name		First		Middle Initial	
Street Address		City		State	Zip Code
Cell Phone ()	Home Phone ()		Other Phone ()		
Position (s) Applying For	Full Time ☐	Part Time ☐	Summer ☐	Date Available	
Are you at least 18 years old? ☐ Yes ☐ No					
Are you eligible for employment in the United States? (If offered employment, you will be required to provide documentation to verify eligibility.)				☐ Yes	☐ No
Have you ever been convicted of a felony within the last seven years? A record of a criminal conviction will not necessarily bar you from employment.				☐ Yes	☐ No
Are you now or have you ever been employed by Montour Heights Country Club? If yes, please list the location, title, department and dates below:				☐ Yes	☐ No

Education Information

Do you have a high school diploma/GED? ☐ Yes ☐ No		If no, high school name _____ and highest grade completed _____	
College and/or Trade School Name		Degree? ☐ Yes ☐ No	
Major	Degree Earned	If degree not earned, years completed: ☐ 1 ☐ 2 ☐ 3 ☐ 4	
Other Training or Degrees, please Include School Name (s):			

Employment History:

Beginning with your **present** or most recent job, list your last two employers, including Military Service. These employers will be contacted for reference purposes.

Employer Name		City	State
Beginning Date	Ending Date	Final Salary	Your Title
Telephone Number ()		Supervisor's Name & Title	
Reason for leaving:			
If you are still employed, may we contact your employer? ☐ Yes ☐ No			

Employer Name		City	State
Ending Date	Final Salary	Your Title	
Telephone Number ()		Supervisor's Name & Title	
Reason for leaving:			

Continued on the Reverse

Personal Reference

List two persons who know your qualifications and/or background experience. **Do not list relatives or supervisors** mentioned under "Employment History" section. These references will be checked.

Last Name	First Name	Occupation
Business or Home Address		Telephone Number ()

Last Name	First Name	Occupation
Business or Home Address		Telephone Number ()

Certification

I certify that the information given in this Employment Application is true and complete to the best of my knowledge. In the event of employment, I understand that false, missing, or misleading information given on my Employment Application or related interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations of Montour Heights Country Club.

I authorize the investigation of all statements contained in this Employment Application as may be necessary in arriving at an employment decision and release Montour Heights Country Club from any and all liability associated with such an investigation. I authorize the companies, schools, and persons named herein to release any employment and background information they have regarding me, whether or not it is in their records, and hereby release said companies, schools, and persons from all liability for releasing such information.

I understand that neither this document nor any other offer of employment from Montour Heights Country Club shall constitute as an employment contract unless a specific document to that affect is executed by both Montour Heights Country Club and the employee in writing.

I understand that this Employment Application is valid for sixty (60) days from today's date. If I still desire a position with Montour Heights Country Club after this Employment Application expires, it will be my duty to complete a new Employment Application and file it with Montour Heights Country Club

Signature of Applicant: _____ **Date:** _____

NOTICE AND ACKNOWLEDGEMENT

[IMPORTANT—PLEASE READ CAREFULLY BEFORE SIGNING ACKNOWLEDGEMENT]

NOTICE REGARDING BACKGROUND INVESTIGATION

Montour Heights Country Club may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may be obtained at any time after receipt of your authorization and, if you are hired, throughout your employment. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer reports obtained with regard to applicants for employment is an investigation into your educational and/or employment history conducted by **Application Verification, Inc. 825 East Pittsburgh Plaza, East Pittsburgh, PA 15112. Toll Free 1-855-581-7875. Fax 1-412-774-1461.**

Website: www.applicationverification.com

New York Applicants or Employers Only: You have the right to inspect and receive a copy of any investigative consumer report requested by **Montour Heights Country Club** by contacting the consumer reporting agency identified above directly.

ACKNOWLEDGEMENT AND AUTHORIZATION

I _____, acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" at any time after receipt of this authorization and, if I am hired, throughout my employment. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer or insurance company to furnish any and all background information requested by Application Verification, Inc. another outside organization acting on behalf of **Montour Heights Country Club** and/or employer itself. I agree that a facsimile ("fax") or photograph copy of this Authorization shall be valid as the original. The scope of this notice and authorization is all-encompassing, however, allowing **Montour Heights Country Club** to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

Minnesota and Oklahoma Applicants or Employees Only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by **Montour Heights Country Club** ☐

California Applicants and Employees Only: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report if one is obtained by **Montour Heights Country Club** at no charge whenever you have a right to receive such a copy under California law. ☐

First Name	Middle Name	Last Name	Alias/ Maiden Name
<hr/>			
Social Security Number	Date of Birth	Email Address	
<hr/>			
Current Address	City	State	Zip code
<hr/>			
Driver's License Number	State		
<hr/>			
Applicant's Signature	Date	Contact Phone #	