

Employment Application

Winter Club of Lake Forest
 956 N. Sheridan Rd.
 Lake Forest, IL 60045
 (847) 234-0030
 FAX (847) 615-8905

INSTRUCTIONS

Print clearly in black/blue ink or type answers.
 Check applicable squares.
 Answer **ALL** questions.
 Attach additional sheets if necessary.

An equal opportunity employer

PERSONAL DATA			
NAME (Last, First, Middle Initial)	Have you ever served in the Armed Forces? Yes _____ No _____ Branch of service?		
ADDRESS (number & street)	When would you be available to start work?		
CITY, STATE, ZIP	Will you accept: Seasonal work? Yes___ No ___ Part-time work? Yes___ No ___ Full-time work? Yes___ No ___		
TELEPHONE Home () _____ - _____ Cell () _____ - _____ Email	Do you have an Illinois driver's license or the ability to obtain one? Yes ___ No ___ Ability _____ Driver's License # /State of Issue:		
Are you over 16 years of age? Yes ___ No ___ Do you have the legal right to work in the U.S.? Yes ___ No ___	___ Café ___ Camp Counselor ___ Facilities ___ Ice Rink Guard ___ Pool Lifeguard ___ Reception ___ Youth Attendant Other _____		
REFERENCES			
List three persons who are not related to you and <i>who would have knowledge of your qualifications for the position for which you are applying, such as former co-workers, teachers, etc.</i> Do not repeat names of supervisors listed under EXPERIENCE.			
Name	Business or Home Address	Phone	How Long Known

TRAINING

List other training, special qualifications and skills (i.e. special courses, work training programs, licenses, machine skills, organization memberships, typing or shorthand speed, etc.)

EDUCATION

Circle the highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

High School, Colleges, Trade Schools, etc., Attended	Address	Major	Degree/Certificate Received

EXPERIENCE

Start with your present or last job and work back. Include paid and unpaid, full, part-time, military, summer jobs, etc. Attach additional sheets if necessary. **(Addresses must be complete.)**

May we contact your present employer? Yes ___ No ___

Note: We may contact any other previous supervisors to verify your description of past duties.

Starting date	Ending date	Name & address of present or last employer	
Starting salary	Ending salary	Name, title & phone # of immediate supervisor	Reason for leaving

Description of duties and responsibilities:

Starting date	Ending date	Name & address of present or last employer	
Starting salary	Ending salary	Name, title & phone # of immediate supervisor	Reason for leaving

Description of duties and responsibilities:

Starting date	Ending date	Name & address of present or last employer	
Starting salary	Ending salary	Name, title & phone # of immediate supervisor	Reason for leaving

Description of duties and responsibilities:

DISMISSALS AND/OR FORCED RESIGNATIONS: Have you ever been dismissed from any position? _____
Have you ever been forced to resign from any position? _____ (If answer is YES to either or both of these questions
give complete details in the space below.)

CRIMINAL CONVICTIONS: Have you ever been convicted of a non-juvenile offense? _____ (IF YES, please
describe the conviction, including the nature of the offense, the state, the location, and rehabilitation since the conviction,
in the space below. A conviction will not automatically exclude you from employment consideration. Factors such as the
number of circumstances of the offense(s), and rehabilitation will be considered.) Applicants should not provide
information relating to arrests or convictions that have been expunged or sealed.

PLEASE INDICATE SOURCE FROM WHICH YOU LEARNED OF THIS POSITION:

USE THIS SPACE FOR THE ABOVE QUESTIONS

*By my signature below, I certify the information I provided on this application is true and correct to the best of my
knowledge.*

Print Name

Signature

Date



BACKGROUND CHECK DISCLOSURE & CONSENT FORM

In the interest of maintaining the safety and security of our members, employees, and property, The Winter Club of Lake Forest (the “Company”) will order “consumer reports” (a background report) on you in connection with your employment application, and if you are hired, or if you already work for the Company, may order additional background reports on you for employment purposes. Paycom (the “Background Check Company”), will prepare the background report for the Company. The Background Check Company can be reached at Paycom Corporate Headquarters, 7501 W Memorial Rd, Oklahoma City, OK 73142, phone: 800-580-4505, www.paycom.com.

The Background Check Company will prepare the consumer report for the Company. The “consumer report” is a background screening report that may contain information regarding your criminal history, sex offender registry status, credit history, employment history, education history, driving history, professional licenses, and other information about you. It may bear upon your character, general reputation, personal characteristics, and/or mode of living.

You may request more information about the nature and scope of the consumer reports, if any, by calling the General Manager at the Company, (847) 234-0030.

“A Summary of Your Rights Under the Fair Credit Reporting Act” will also be provided to you when you begin the process. The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will find these rights summarized in “A Summary of Your Rights Under the Fair Credit Reporting Act”.

CONSENT FOR BACKGROUND CHECKS

After carefully reading this Background Check Disclosure and Consent form, I authorize the Company to order my background report. I also authorize the following agencies and entities to disclose to the Background Check Company and its agents all information about or concerning me. The information that can be disclosed to the Background Check Company and its agents includes, but it is not limited to, information concerning my criminal history, sex offender registry status, credit history, employment history, education history, driving history, professional licenses, and other information about you.

I agree the Company may rely on this authorization to order background reports, including investigative consumer reports, from companies other than the Background Check Company without asking me for my authorization again as allowed by law. I also agree that a copy of this form is valid like the signed original. I further certify that the information provided on this form is true and correct.

First Name _____ **Last Name** _____ **Middle** _____

Email Address _____ **Phone Number** _____

Signature _____ **Date** _____

To complete your background check, an email will be sent to the address provided above from employmentscreening@paycomonline.com. Please make sure to check your email to complete ordering your background report.