



# KNOXVILLE RACQUET CLUB EMPLOYMENT APPLICATION

Our policy is to provide equal opportunity to all qualified persons without regard to race, color, sex, religion, disability, national origin, ancestry, age (as prescribed by law) handicap or marital status. Your response to any question will not be used as a basis for discrimination, but will be judged on its relevance to the position you are seeking.

NAME (LAST) \_\_\_\_\_ FIRST \_\_\_\_\_ MIDDLE \_\_\_\_\_ SS# \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

NAME OF PERSON TO CONTACT IN CASE OF EMERGENCY \_\_\_\_\_ PHONE: \_\_\_\_\_

POSITION TYPE OF WORK \_\_\_\_\_ WHEN CAN YOU START \_\_\_\_\_

ARE YOU 18 YRS OR OLDER ( Y OR N ) \_\_\_\_\_ YOUR AGE, IF UNDER 18 YRS \_\_\_\_\_

**MUST BE ABLE TO PROVIDE AGE OR EMPLOYMENT CERTIFICATE IF 17 AND UNDER**

**EDUCATION                      NAME OF SCHOOL                      DEGREE                      DATE OF GRADUATION**

HIGH SCHOOL \_\_\_\_\_

BUSINESS SCHOOL \_\_\_\_\_

COLLEGE/UNIVERSITY \_\_\_\_\_

OTHER SPECIAL TRAINING \_\_\_\_\_

**CIRCLE APPROPRIATE SKILLS:**      TENNIS INSTRUCTION

**OFFICE ADMINISTRATION:**      Desk-top publishing,      WORD,      EXCEL      SOCIAL MEDIA

**MAINTENANCE:**      JANITORIAL      CLIMB LADDER      LIFT 80 POUNDS      GROUNDS CARE

**SWIM SKILLS/CERTIFICATION:**      LIFEGUARDING      WSI      CPR/AED      FIRST AID      SWIM TEAM

**OTHER SKILLS:**      PLUMBING      ELECTRICAL      SMALL ENGINE REPAIRS      SWIM POOL      CLAY COURT

**US MILITARY SERVICE:**      BRANCH \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_ RANK \_\_\_\_\_

ARE YOU A U.S. CITIZEN? \_\_\_\_\_ IF NO, DO YOU HAVE A LEGAL RIGHT AND NECESSARY PAPERS TO WORK IN THE UNITED STATES? YES \_\_\_\_\_ NO \_\_\_\_\_

**REFERENCES:      PERSONAL      (DO NOT LIST RELATIVES)**

**NAME                      ADDRESS                      PHONE                      OCCUPATION                      YRS KNOWN**

1) \_\_\_\_\_

2) \_\_\_\_\_

EMPLOYMENT HISTORY: MAY WE CONTACT YOUR PRESENT EMPLOYER? YES \_\_\_\_\_ NO \_\_\_\_\_  
MAY WE CONTACT YOUR PRIOR EMPLOYER? YES \_\_\_\_\_ NO \_\_\_\_\_  
PRESENT OR LAST EMPLOYER: \_\_\_\_\_

**EMPLOYERS NAME**  
**ADDRESS/PHONE DATE FROM-TO POSITION SUPERVISOR REASON FOR LEAVING**

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

DRIVERS LICENSE NUMBER: STATE \_\_\_\_\_ NUMBER \_\_\_\_\_

WHERE YOU EVER DISCHARGED BY ANY COMPANY? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, GIVE NAME OF COMPANY AND RESON FOR DISCHARGE \_\_\_\_\_

IF YOU ARE EMPLOYED, WHY DO YOU WANT TO MAKE A CHANGE? \_\_\_\_\_

HAVE YOU, IN THE PAST 7 YEARS, BEEN CONVICTED OF A FELONY?\_ YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, PLEASE EXPLAIN AND GIVE DETAILS. A CONVICTION WILL NOT NECESSARILY BAR YOU FROM EMPLOYMENT.

\_\_\_\_\_

- 1) I certify that the information contained on this application is correct and complete to the best of my knowledge and understand that any omission of erroneous information is grounds for dismissal in accordance with KRC's policy.
- 2) I authorize the references listed above to give you any and all information concerning my previous employment and pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.
- 3) I acknowledge that the Knoxville Racquet Club reserves the right to amend or modify policies in its handbook and other policies, of the Club at any time, without prior notice. These policies do not create any promises or contractual obligations between the Knoxville Racquet Club and its employees. At KRC, my employment is at will. This means I am free to terminate my employment at any time, for any reason, with or without cause, and KRC retains the same rights. The President or Manager of this Club is the only person who may make an exception to this, and it must be in writing and signed by the President or Manager.

APPLICANTS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_