



# Lonnie Poole Golf Course at NC State University Carolinas Golf Group Application for Employment



All applicants will receive consideration for employment without regard to race, color, religion, sex, age, marital status, national origin, physical or mental handicap. The following information is requested in order to help us make the best possible placement within the company. Lonnie Poole Golf Course at NC State University is a DRUG-FREE WORKPLACE. All portions of this application pertaining to you must be completed. Please do not complete any part of this form by writing "refer

Name:     
*First Middle Last*

Permanent Address:      
*Street City State Zip Code*

Current Address:      
*Street City State Zip Code*

Contact Info:     
*Home Phone Cell Phone Email*

Positions of Interest:      
*"X" all that apply Professional Staff Golf Shop Assistant Outside Operations Starter/Player Assistant*

Salary Requirement: \$/hr \$ - or Salary/yr \$ -

Availability: *"X" all shifts you are available to work*

	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Holidays?
AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>yes or no</i>

Start date:  Planned Length of Employment:

**It is the intent of the Company to keep all information we receive during any background investigation private and confidential. Please read and sign the statement below allowing the Company to verify past employment and information given on this application.**

"I hereby agree to have an assigned Company representative contact anyone necessary to investigate or verify any information I have given on this application, or to discuss my background, past performance, or my suitability for employment. I further agree to having my work background discussed by any person so contacted, and waive all my rights to bring any action for defamation, invasion of privacy, or any similar cause of action, against anyone contacted as a result of what is said about me. I also understand that the information I supply will be checked and that any false statement or omission of fact or facts in connection with this Application for Employment will result in no offer of employment or dismissal from the company if I am already employed."

Signature:

Date:

*Type your name to sign*

**Education:**

	<i>School</i>	<i>City &amp; State</i>	<i># of yrs attended</i>	<i>Did you graduate?</i>
<i>List all education</i>				

**Work Experience:**

*Present Employer*

	<i>Company</i>	<i>City &amp; State</i>	<i>Phone</i>	<i>Position Held</i>
			\$ -	\$ -
	<i>Supervisor Name &amp; Title</i>	<i>Start Date</i>	<i>End Date</i>	<i>Starting Salary</i>
				<i>Ending Salary</i>
<i>Description of Responsibilities</i>				

*Previous Employer*

	<i>Company</i>	<i>City &amp; State</i>	<i>Phone</i>	<i>Position Held</i>
			\$ -	\$ -
	<i>Supervisor Name &amp; Title</i>	<i>Start Date</i>	<i>End Date</i>	<i>Starting Salary</i>
				<i>Ending Salary</i>
<i>Description of Responsibilities</i>				

*Previous Employer*

	<i>Company</i>	<i>City &amp; State</i>	<i>Phone</i>	<i>Position Held</i>
			\$ -	\$ -
	<i>Supervisor Name &amp; Title</i>	<i>Start Date</i>	<i>End Date</i>	<i>Starting Salary</i>
				<i>Ending Salary</i>
<i>Description of Responsibilities</i>				

**Skill Sets:**

*List all skills that you possess that are relevant to the position*


Federal Law prohibits the employment of unauthorized persons. Should you be hired, satisfactory proof of employment authorization and identity will be required within two (2) working days of hire. Failure to submit such proof within the required time will result in immediate dismissal.

	YES	NO
If hired, can you furnish proof of citizenship or authorization to work?		
If you are under the age of 18 years old, do you have a work permit?		
If required, would you be willing to work:		
Shifts?		
Weekends?		
Holidays?		
Are you able to perform the essential functions of the job for which you are applying, with or without reasonable accommodations, in a safe or efficient manner?		
Have you been convicted of a felony in the past five (5) years? **		
<i>If yes, explain below</i>		
Do you have any relatives or personal friends working at Lonnie Poole Golf Course?		
<i>If yes, who?</i> Relationship:		
Have you ever been refused a fidelity bond?		

\*\*The existence of any conviction of any crime does not constitute an automatic bar to employment consideration. Please explain any convictions below

Were you a member of the military services?	Yes		No	
<i>If yes, give dates:</i>	From		To	
Branch of Service:				
Rank or Grade:				

**Notes:** Provide any additional information you would like to acknowledge about yourself relating to the position of interest

## Written Interview

*Please complete the following written interview providing the Professional Staff at Lonnie Poole Golf Course with information about your career goals, work habits, experience & skills relating to the position of interest.*

### Work Experience & Skills:

How would working at Lonnie Poole Golf Course help you fulfill your long-term professional goals?

Describe a situation in which you took initiative in the work place.

Describe a situation in which you demonstrated leadership.

What are two strengths that you possess that could contribute positively to the operation? Describe these strengths.

Describe a situation in which you organized & prioritized tasks to complete them in a timely manner.

Explain a situation where you provided excellent customer service.

**Decision Making & Personality:**

*a,b,c or d*

When delegated a task, which action would you most likely take first?

- a. Begin work on the task immediately
- b. Enquire about the details of the task
- c. Look for the most effective way to complete the task before beginning work
- d. Evaluate the priority of the task in relation to other tasks before beginning work

Rank the actions in the order you would take them given the following situation.

You are working on a busy day at the golf course and are the leader on duty. It is your job to delegate and organize tasks to ensure the operation runs smoothly and excellent customer service is given to customers arriving and departing. There are 2 employees working outside operations, 2 working the inside operations, 1 player assistant monitoring play on the course and the Head Professional is on duty. At 12 o'clock, the outside staff is low on clean carts to provide customers, low on practice balls and is focusing mainly on greeting and helping customers as they arrive. The tee sheet is extremely busy until 1 o'clock when tee times slow down significantly. There are just enough practice balls to last another hour before running out completely. The outside staff needs 16 clean carts to cover the rest of the tee times and they only have 8 staged and ready to be offered to arriving guests. You have just received word that a customer's cart has broken down on the course and needs to be replaced.

*Rank 1-5*

- a. Send an outside operations staff member to retrieve practice balls from the practice tee.
- b. Send 1 outside operations staff and the player assistant to replace the broken cart.
- c. Delegate 1 outside operations staff to wash and stage carts and the other to continue giving customer service. (Assume other tasks you have delegated are complete based on your ranking)
- d. Send 1 inside operations staff to assist in giving customer service & washing carts.
- e. Ask the Head Professional to assist with the inside operations until the staff has caught up.


Which characteristics describe you the best? Rank them in the order that best fits your personality.

- a. Outgoing & Energetic
- b. Leader
- c. Organized & Structured
- d. Task Oriented, Hard Worker

*Rank 1-4*


Which responsibilities appeal to you the most? Rank them in the order in which they appeal to you.

- a. Labor intensive tasks
- b. Leading & delegating
- c. Tasks involving problem solving & creative thinking
- d. Tasks involving customer interaction

*Rank 1-4*


*a,b,c or d*

As pertaining to completing tasks and duties, which of the following describes your work habits the best.

- a. I complete tasks the exact way I was trained to complete them
- b. I complete tasks as trained while looking for ways to improve productivity and efficiency
- c. I complete tasks with small adjustments from how I was trained to make the tasks easier for me
- d. I complete tasks using my own method while taking into consideration how I was trained

**PLEASE READ THIS SECTION BEFORE YOU SIGN THIS EMPLOYMENT APPLICATION FORM**

*I certify that answers given in this application are true and complete to the best of my knowledge. I understand that any false statements on this application could result in my separation from the Company. I understand the employer is not obligated to offer the position to me, even after completing this application or following a job interview. I understand the Company has certain rules and procedures, which must be followed. I agree that if I am employed I will follow the rules of the company or be subject to disciplinary action that could mean dismissal. I understand the Company is an at-will employer, which means that any term of employment may be ended with or without cause or notice. No verbal agreements made during any application or interview process can be relied upon unless such agreements are in writing and signed by the owner or President of the Company.*

*I understand if the company hires me, my employment is conditional on my ability to provide proof of work authorization and identity as required by Federal law and the completion of any post-employment requirements of the employers.*

**Signature:**

*Type your name to sign*

**Date:**

*Instructions: Complete all sections of the application before submitting it to Lonnie Poole Golf Course. Once complete, save & rename the file using the following format: Name, Date. Example, Smith 1-11-11. Email your application to Jeremy Whitehurst at [jwhitehurst@lonniepoolegolfcourse.com](mailto:jwhitehurst@lonniepoolegolfcourse.com) or your contact at LPGC.*

