



APPLICATION FOR EMPLOYMENT

Overlake Golf and Country Club

Thank you for considering applying for a position on our Overlake Golf & Country Club service team!

Overlake Golf & Country Club has long been known not only for its excellent golf, swimming, tennis, dining and social culture, but also for its involvement in the community and progressiveness. We are a “family centric” private club originally founded in 1927 and are the only full-service private club on the Eastside.

Before you apply, it is important that you know that we take customer service VERY seriously. We are a service organization, plain and simple, and we are here to bring a smile to every Member’s face. We take great pride in the service that we offer to our Members, Guests, and to our own Teammates and it is important that we all buy into a shared set of evolving service standards. Amongst all of us, the common thread that unites us all is that we ENJOY offering great service and we are always seeking ways to continuously improve our service brand, standards, and practices. To be effective and successful here at Overlake, you will be expected to live and practice these service standards consistently and enjoy the service journey!

OUR SERVICE STANDARDS

I assure that quality and attentiveness are visible in every aspect and detail of our service

I find out what our members, guests and teammates want and give it to them

I have a hospitality heart and enjoy extending the warm hospitality embrace

I bring friendliness, pride, energy and enthusiasm with me every day

I own and am empowered to resolve problems that I encounter

I treat everyone with humility, dignity and respect

I find ways to separate our Club from the pack

I communicate, communicate, communicate

I relish opportunities to surprise and delight

I truly work as a member of a service team

I actively search for opportunities to serve

I value and own our Moments of Truth

I learn and use our members’ names

I strive to continuously improve

I create memorable moments

I always exceed expectations

I start with “Yes!”

I build trust

If you **cannot** commit to our service standards, then read no further and accept our gratitude for at least considering employment with us. If you look forward to committing to these service standards and being held accountable for them:

1. Please fill out the attached application for employment.
2. Read through the questions and conditions carefully. If you agree with them, sign the acknowledgement at the bottom of the application.
3. Submit your application in person, by mail, or by email along with any optional materials such as a resume, cover letter, or letters of recommendation to:

Marcus King

General Manager

Email: mking@overlakegcc.com

If your skills and abilities match those of a position that is open or will be open soon, we will contact you for an interview. In any case, your application will be kept on file for one year. Thank you for your consideration!

APPLICATION DATA

Overlake Golf & Country Club is an equal opportunity employer. It is the policy of the Club to provide opportunities to all qualified persons without regard to race, creed, color, religious belief, sex, sexual orientation, age, national origin, ancestry, physical or mental disability, or veteran's status. No question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state, or federal law.

Name _____
Last First Middle

Address _____
Street City State Zip

Mobile Phone (_____) _____ Other Phone (_____) _____

Email address _____

Position(s) applied for _____ Date of Application ____/____/____

How did you learn about the position(s)? _____

When can you start? _____ Desired Wage? _____ Full Time Part Time Seasonal Internship

What hours and days are you available?

- Are you a member of Overlake Golf & Country Club? Yes No
- Have you been employed at Overlake Golf and Country Club in the past? Yes No
- Have you ever applied for employment at Overlake Golf & Country Club? Yes No
- Are you authorized to work in the U.S. on an unrestricted basis? Yes No
- Are you available and willing to work evenings, weekends, and holidays? Yes No
- Are you available and willing to work overtime as necessary? Yes No
- Do you have reliable transportation for all shifts? Yes No
- If you are under the age of 18, what is your age? _____ If under 18, can you furnish a work permit if hired? Yes No
- Do you use illegal drugs or have you used illegal drugs in the past six months? Yes No
- Have you ever been fired from a job? If yes, please fully describe the circumstances below. Yes No
- Have you been convicted of a crime? Yes No
- Have you ever been convicted for driving under the influence of alcohol? Yes No

Have you ever been convicted of a felony? If yes, please fully describe the circumstances. Yes No
A conviction will not necessarily disqualify you from employment and will be considered only as it may relate to the job you are seeking.

What languages do you read, speak and write fluently? _____

Skills and Qualifications Summarize any training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the positions for which you are applying. Please supply a resume if available.

Employment History Provide the following information for your past three (3) employers, or volunteer activities, starting with the most recent.

| | | | |
|--|----|---|------------------|
| From | To | Employer 1 | Telephone () |
| Job Title | | Employer/Supervisor Name and Email Address | |
| Immediate Supervisor & Title | | Summarize the nature of the work performed and your job responsibilities. | |
| Wage History Starting _____ Ending _____ | | Reason for Leaving | |
| From | To | Employer 2 | Telephone () |
| Job Title | | Employer/Supervisor Name and Email Address | |
| Immediate Supervisor & Title | | Summarize the nature of the work performed and your job responsibilities. | |
| Wage History Starting _____ Ending _____ | | Reason for Leaving | |
| From | To | Employer 3 | Telephone () |
| Job Title | | Employer/Supervisor Name and Email Address | |
| Immediate Supervisor & Title | | Summarize the nature of the work performed and your job responsibilities. | |
| Wage History Starting _____ Ending _____ | | Reason for Leaving | |

Educational Background (If job related)

| Name and Location | Years Completed | Did You Graduate? | Did you earn a GED? | Course of Study |
|-------------------|-----------------|-------------------|---------------------|-----------------|
| High School | | | | |
| College | | Major | Degree | |
| Other | | | | |

Names of Persons Willing to Provide Professional and/or Character References

| Name | Telephone | Email Address | Years Known |
|------|-----------|---------------|-------------|
| | | | |
| | | | |
| | | | |

CONDITIONS OF EMPLOYMENT

1. If I am hired, I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application and/or immediate discharge whenever it is discovered.
2. If hired, I commit to upholding Overlake Golf & Country Club’s Service Standards and Leadership Standards, where applicable.
3. With my signature below, I give Overlake Golf & Country Club the right to conduct a preliminary background check, including but not limited to, contacting and obtaining information from all websites, social media, references, employers, and educational institutions, and to verify the accuracy of the information contained in this application. I hereby release Overlake Golf & Country Club and its representatives from liability for seeking, gathering, and using such information, and all other persons, corporations, or organizations for furnishing such information. I will furnish my date of birth and any other necessary information in order to conduct a background check.
4. If I am hired, I understand employment in the state of Washington is “at will,” which means that I am free to resign at any time, with or without cause and without prior notice, and Overlake Golf & Country Club reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the employer, other than the General Manager, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by the General Manager.
5. I understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of applicant _____ Date ____/____/____

Signature of parent/guardian _____ Date ____/____/____
(If under the age of 18)

WE ARE OVERLAKE

OUR MISSION

Our mission is to enrich the lives of active families and connect friends through exceptional golf, social and athletic experiences.

OUR VISION

Our vision is to be known as *the* preferred golf and country club for active families in the Pacific Northwest.

OUR CORE VALUES

Evolving
Welcoming
Enriching
Healthy
Fun!

OUR COMMITMENTS

Our golf course will seek to be the most playable, most enjoyable, and best-maintained golf course in the Pacific Northwest. It will be fair, yet challenging. We will strive to provide year 'round, active and fun golf programs and events for men, women and children along with exceptional service delivered by the best golf professionals in the Pacific Northwest.

Our clubhouse will offer a warm and inviting atmosphere with year 'round fun and enriching social events for adults, families, and children and will be the preferred place where families and friends connect, relationships are strengthened and memories are made.

Our club's management and leadership will be visionary and transparent in their commitment to keeping the club financially sound and continually evolving.

Our club will be known as a preferred workplace and will attract and retain high-quality employees to deliver to our members and guests a level of service and culinary culture that exceeds expectations.

Our club is committed to providing excellent recreation and athletic facilities for our members' healthy, active and evolving lifestyles.

Our club will be an active, responsible and involved member of our local community.