



## Newport Golf Club

### Employment Application Online Instructions

**Newport Golf Club** is always looking for exceptional talent to join the Club on a seasonal basis. Types of positions staffed at the Newport Golf Club include Pro Shop staff, greens staff, restaurant staff, and more. We are looking for candidates who support the mission of the Newport Golf Club. Newport Golf Club employees are expected to be motivated, team players, who focus on working in a safe and efficient manner.

It is Newport Golf Club's mission to maintain the character and affordability of the Club in service to the community of Newport NH and its surrounding communities. To prepare, preserve and maintain the golf course and its scenic beauty as the major club asset. To protect and care for the golf course to provide a fun and enjoyable playing experience for all levels of player abilities.

If this sounds like an environment you wish to be part of, we would greatly appreciate your application today.

#### **To apply:**

- 1) Fill out the form in its entirety. Incomplete information could disqualify you from further consideration. Please be sure to complete all fields.
- 2) Once you have filled in the form: (choose one)
  - a. Email to [manager.newportgc@gmail.com](mailto:manager.newportgc@gmail.com),
  - b. Print and drop off at the Pro Shop during business hours,
  - c. Print and mail to 112 Unity Rd, Newport NH 03773.
- 3) A member of the NGC management team will reach out to you for an interview if we choose to move forward with your application.

**\*All candidates must undergo a Criminal Background Check\***

If you have any questions please call Newport Golf Club at 603-863-7787.

**Thank you for applying!**

Newport Golf Club  
Employment Application



**Newport Golf Club** is an equal opportunity employer. Newport Golf Club does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service or any other characteristic protected by law.

Incomplete information could disqualify you from further consideration. Please complete all fields.

**Personal Information**

|  |     |       |    |        |      |
|--|-----|-------|----|--------|------|
| Legal Name:  |     |       |    |        |      |
| Address:   |     | City: |    | State: | Zip: |
| Email Address:   |     |       |    |        |      |
| Phone Number: Best number to reach you:                |     |       |    |        |      |
| Are you 18 years of age or over?                       | Yes |       | No |        |      |
| If under 18, can you submit an employment certificate? | Yes |       | No |        |      |

**Employment Desired**

|  |     |                                       |       |    |
|--|-----|---------------------------------------|-------|----|
| Job Applied For:   |     |                                       |       |    |
| Number of Hours of Work Desired:   |     | Seasonal Employment?                  | Yes   | No |
| Expected Rate of Pay:  | \$  | Are You Employed?                     | Yes   | No |
| Start Date:  |     | Are you eligible to work in the U.S.? | Yes   | No |
| Have you ever been terminated from employment or asked to resign by an employer? |     |                                       |       |    |
| If so, why?  |     |                                       |       |    |
| Have you ever worked for Newport Golf Club? If so, when?                         | Yes | No                                    | When: |    |

**Employment History**

Please provide the **last 10 years** of employment history. Begin with your most recent employment and work backwards, chronologically. Identify and explain all period of unemployment during the past 10 years. – Attach an additional employment history to this application, if necessary.

|                   |  |                     |  |
|-------------------|--|---------------------|--|
| Employer Name:    |  |                     |  |
| Job Title:        |  | Employed From – To: |  |
| Employer Address: |  |                     |  |
| List Duties:      |  |                     |  |
|                   |  |                     |  |

|                   |  |                     |  |
|-------------------|--|---------------------|--|
| Employer Name:    |  |                     |  |
| Job Title:        |  | Employed From – To: |  |
| Employer Address: |  |                     |  |
| List Duties:      |  |                     |  |
|                   |  |                     |  |

|                   |  |                     |  |
|-------------------|--|---------------------|--|
| Employer Name:    |  |                     |  |
| Job Title:        |  | Employed From – To: |  |
| Employer Address: |  |                     |  |
| List Duties:      |  |                     |  |
|                   |  |                     |  |

|                   |  |                     |  |
|-------------------|--|---------------------|--|
| Employer Name:    |  |                     |  |
| Job Title:        |  | Employed From – To: |  |
| Employer Address: |  |                     |  |
| List Duties:      |  |                     |  |
|                   |  |                     |  |

### Education

| Education             | Name & Location of School | Degree Received | Subject/Major |
|-----------------------|---------------------------|-----------------|---------------|
| High School           |                           |                 |               |
| College/University    |                           |                 |               |
| Trade/Business School |                           |                 |               |

### Licenses, Certifications, or Special Skills

|  |
|--|
| List any licenses, certifications, or special skills applicable for the position you are applying for: |
|  |
|  |

### Referral Source

|                                   |        |              |         |       |
|-----------------------------------|--------|--------------|---------|-------|
| How did you hear about us?        | Friend | Social Media | Walk-In | Other |
| Please explain:                   |        |              |         |       |
| Who do you know who works at NGC? |        |              |         |       |

## References

Give the names of three persons not related to you, who you have known at least three (3) years. Professional references are preferred (past co-workers, bosses, community leaders, etc.).

| Name | Phone | Relationship | Company |
|------|-------|--------------|---------|
| 1    |       |              |         |
| 2    |       |              |         |
| 3    |       |              |         |

### Please read carefully before signing:

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Newport Golf Club to hire me. If I am hired, I understand that either Newport Golf Club or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Newport Golf Club has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Newport Golf Club true and complete information on this application. No requested information has been concealed. I authorize Newport Golf Club to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

I understand that any offer of employment is contingent upon completion of a satisfactory criminal history background check.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

### **STOP: Applicant – Do not write below this line.**

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### To be completed by the hiring manager/employer.

|                          |     |    |                 |    |
|--------------------------|-----|----|-----------------|----|
| Date & Time Interviewed: |     |    | Interviewed By: |    |
| Position Offered:        | Yes | No | Hire Date:      |    |
| Job Title:               |     |    | Rate of Pay:    | \$ |

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Title