

**EDGEWATER BEACH AND CABANA CLUB  
2016 SEASON APPLICATION**



<b>AVAILABILITY:</b>
<b>DATE YOU CAN START -</b>
<b>LAST DATE YOU CAN WORK -</b>
<b>HOURS PER WEEK YOU ARE INTERESTED IN WORKING:</b>
<b>FORMAL REQUEST FOR DAYS OFF:</b>
<b>*NO HOLIDAYS/HOLIDAY WEEKENDS</b>
<b>POSITION APPLYING FOR:</b>

***PART I (To Be Completed By Employee)***

<b>LAST NAME:</b>	
<b>FIRST &amp; MIDDLE NAME:</b>	<b>Preferred Name: (for name tag)</b>
<b>ADDRESS: (Street, City, State, Zip Code)</b>	
<b>Email Address:</b>	<b>Social Security #:</b>
<b>Home Phone #:</b>	<b>Cell #</b>
<b>Emergency Contact:</b>	<b>Emergency Phone #</b>
<b>U.S. Citizen: YES ___ NO ___</b>	
<b>Are you a Student? Yes ___ No ___</b>	<b>If so, where?</b>
<b>Are you Employed? Yes ___ No ___</b>	<b>If so, where?</b>
<b>May we inquire of your present employer?</b>	<b>Yes ___ No ___</b>

***References***

<b>Name &amp; Title:</b>	<b>Name &amp; Title:</b>
<b>Business Name:</b>	<b>Business Name:</b>
<b>Years Known:</b>	<b>Years Known:</b>
<b>Telephone #</b>	<b>Telephone #</b>
<b>Signature of Applicant:</b>	

***PART II (To Be Completed By Hiring Manager)***

<b>Start Date:</b>	<b>Re-Hire Date:</b>
<b>Home Department:</b>	<b>Rate:</b>
<b>Other Department:</b>	<b>Rate:</b>
<b>Other Department:</b>	<b>Rate:</b>

<b>Interviewed By:</b>	<b>Date:</b>
<b>Remarks:</b>	
<b>Neatness:</b>	<b>Personality:</b>
<b>Character:</b>	<b>Ability:</b>
<b>Hired: Yes ___ No ___</b>	<b>Position/Department:</b>
<b>Start Date:</b>	<b>Salary:</b>

\_\_\_\_\_  
**Hiring Manager**

\_\_\_\_\_  
**Date**

**PART III - For HR Use Only**

<b>Employee #:</b>	
<b>Data Entered into Payroll: ____</b>	<b>Entered By &amp; Date:</b>
<b>Data Entered into Time &amp; Attendance: ____</b>	<b>Entered By &amp; Date:</b>