



10626 W. Thunderbird Blvd.
 Sun City AZ 85351
 623-561-4600 www.sunaz.com

Application for Employment

Instructions: All questions must be answered and all sections completed. If you do not know the answer or the question does not apply, please answer with the letter N. Incomplete applications may not be processed. **Please print all responses.**

Date: / /	Position(s) applied for:
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Applicant Data

Name (Last) _____ (First) _____ (Middle) _____

Address (Number and Street) _____ (City) _____ (State) _____ (Zip) _____
 () _____ - _____ - _____

Phone _____ Email _____ Social Security # _____

Date available to start work: / /	Type of employment desired: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal
	Available to work: <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Nights <input type="checkbox"/> Weekends

Are you at least 18 years of age? Yes No If no, please give date of birth: / /

Have you filed an application with us before? Yes No If yes, please give date: / /

Do you have any relatives employed with us? Yes No If yes, please give their name, relationship and work location:

Are you now or have you even been employed with us? Yes No If yes, please give date: / /

Are you currently employed? Yes No May we contact your employer? Yes No

Are you currently on "lay off" status and subject to recall? Yes No

Do you possess a valid Arizona driver's license? Yes No If no, can you obtain one? Yes No

Have you ever been convicted of a felony? Yes No If yes, give details of crime (when, where) and disposition of case:
(Conviction will not automatically disqualify an applicant)

If hired can you furnish proof that you are either a U.S. citizen or otherwise legally permitted to work in the U.S.? Yes No
(Proof of citizenship or immigration status will be required upon employment)

Education

High School _____ Address _____

Major Area of Study _____ Did you graduate? Yes No

Degree _____ # of Years Completed _____

College/University _____ Address _____

Major Area of Study _____ Did you graduate? Yes No

Degree _____ # of Years Completed _____

Graduate/Professional _____ Address _____

Major Area of Study _____ Did you graduate? Yes No

Degree _____ # of Years Completed _____

Other (Graduate, Trade, Business, Technical) _____ Address _____

Major Area of Study _____ Did you graduate? Yes No

Degree _____ # of Years Completed _____

Skills and Training

Indicate skills, knowledge and abilities in the following areas that relate to the position(s) you are applying for. Please check all that apply.

- Computer Spreadsheets Word Processing
 Fax/Copier Calculator

Please list any hardware, software, mobile machinery, or equipment with which you have experience that relates to the position(s) you are applying for.

Please describe any other specialized skills, training, or qualifications obtained through employment, apprenticeship, the military, or other experience.

RCSC considers applicants for all positions without regard to age, race, ethnicity, gender, religion, national origin, disability, marital or veteran status, sexual orientation, or any other legally protected status.

RCSC complies with the Smoke Free Arizona Act, A.R.S. 36-601.01.

RCSC prohibits smoking in all places of employment and in all vehicles owned and operated by RCSC. Various outdoor areas are also designated "no smoking" to ensure that second-hand smoke does not drift into any buildings, entranceways or other smoke free areas.

Applicant's Statement/Authorization

I certify that the information provided in this application is true and complete to the best of my knowledge.

I authorize the investigation of all statements contained in this employment application, including all employment references and educational background as may be necessary to arriving at an employment decision.

I authorize all and any individuals, prior employers, corporations, partnerships, educational institutions, and/or governmental agencies having any information about me to furnish such information to the Recreation Centers of Sun City, Inc., and/or its authorized representatives.

I hereby release, discharge, and agree to hold harmless the Recreation Centers of Sun City, Inc., their officers, employees, and agents and any persons or entities furnishing information from any and all liability of every nature and kind.

I hereby understand that this application for employment shall be considered active for a period of time not to exceed one year. If I wish to be considered for employment beyond this time period, I will inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by a written document or by conduct, unless an authorized executive of the organization specifically acknowledges such change in writing.

In the event of employment, I understand that false or misleading information given in my application, resume, or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations of the employer.

Date: / /

Signature:

How did you hear about us? Newspaper Advertising Job Posting Employee Referral

Name of Newspaper _____

Location of Posting _____

Name of Employee _____

Other (please specify) _____

Human Resources Department Use Only

ARRANGE INTERVIEW Yes No DATE: / /

INTERVIEWER: _____

REMARKS: _____

EMPLOYED Yes No DATE OF EMPLOYMENT: / / HOURLY RATE/SALARY: _____

NOTES: _____

Last Name, First Name, M.I.

Phone

Date

All positions are Full-time unless otherwise indicated.
Please check all positions for which you are applying.

ADMINISTRATION

- Audio/Video Technician
- Building & Infrastructure Coordinator
- Communications Coordinator
- Executive Assistant–Assistant G.M.
- Executive Coordinator
- Golf Administrative Coordinator
- Human Resources Generalist
- Information Technology Specialist
- IT Application Support Specialist
- Sr. Buyer

OFFICE SUPPORT

- Accounting Clerk
- Administrative/Buyer
- A/R Collector/Auditor
- Corporate Receptionist
- Courier
- Cardholder Services Agent
- Clubs & Activities Agent
- Sr. Accounting Clerk
- Warehouse Supply Clerk (Part-time)

CENTERS

- Lead Utility Worker (Full-time)
- Facilities Attendant (Part-time)
- Utility Worker (Part/Full-time)

BOWLING

- Bowling Lane Mechanic
- Bowling Shop Worker (Part-time)
- Lane Attendant (Part-time)
- Pinchaser (Part-time)

GOLF & GROUNDS MAINTENANCE

- Equipment Maintenance Mechanic
- Foreman
- Greensworker
- Irrigation Technician
- Grounds Worker

GOLF PRO SHOP

- Driving Range Attendant (Part/Full-time)
- Golf Shop Worker (Part-time)

SKILLED TRADES

- Aquatics Specialist/Plumber
- Building Maintenance Mechanic
- Building Maintenance Mechanic/Electrician
- Carpenter
- Fitness Equipment Technician
- Painter

SNACK SHOPS

- Attendant/Cook (Part-time)

ASSISTANT SUPERVISORY

- Assistant Golf Course Superintendent

SUPERVISORY

- Area Supervisor
- Bowling Center Supervisor
- Bowling Lead Mechanic
- Cardholder Services Supervisor
- Clubs & Activities Supervisor
- Golf Course Superintendent
- Golf Pro Shop Head Starter