

Application For Employment



PEBBLE BEACH COMPANY

Pebble Beach Company is an Equal Opportunity Employer dedicated to a policy of complying with all applicable state and federal laws prohibiting discrimination in employment based on race, creed, color, national origin, sex, marital status, age, disability, or any other protected classification. Pebble Beach Company requires all applicants to personally complete an application for employment. If you have difficulty in meeting this requirement, please advise a Human Resources staff member.

PERSONAL INFORMATION: *Please print clearly*

Name _____
 Present Address _____
Street City State Zip
 Telephone _____
 E-mail Address _____
 Do you have a valid CA Driver's License? Yes No Driver's License # _____
State Expiration date

EMPLOYMENT INFORMATION:

Can you, after employment, submit verification of your legal right to work in the US? Yes No
 Position desired _____
 Date you can start _____ Minimum salary required _____
 Do you desire: full time part time on call temporary summer only
 Are you able to work overtime? Yes No
 Specify hours you are available to work each day:
 Are you able to work weekends and holidays? Yes No
 How did you hear about Pebble Beach Company?
 Monterey County Herald Craigslist Monterey Bay Jobs www.pebblebeach.com
 Pebble Beach Company Employee: _____ Other: _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

OTHER EMPLOYMENT INFORMATION:

Have you ever applied with Pebble Beach Co. before? Yes No Year _____ Position _____
 Have you ever been employed by Pebble Beach Co.? Yes No Year _____ Position _____
 Can you provide proof that you meet the legal age requirement of 21 years to handle alcoholic beverages if you are hired? Yes No
 If under 18, state age _____
 List name, position, and relationship of any relative employed by Pebble Beach Company _____

 Why would you like to work for Pebble Beach Company? _____

 What do co-workers say about you? _____
 How long would you expect to work for us if hired? _____
 What does customer service mean to you? _____

 Why should we hire you? _____
 Do you plan to maintain another job if you accept a position with Pebble Beach Company? Yes No
 If so, where? _____ What days? _____ What hours? _____

Date:

Date:

CC:

CC:

Date:

Date:

CC:

CC:

EDUCATION:

	NAME AND LOCATION OF SCHOOL	LAST YEAR COMPLETED	DID YOU GRADUATE?	MAJOR OR DEGREE?
HIGH SCHOOL		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> Y <input type="checkbox"/> N	
COLLEGE		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> Y <input type="checkbox"/> N	
GRADUATE SCHOOL		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> Y <input type="checkbox"/> N	
OTHER EDUCATION		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> Y <input type="checkbox"/> N	

SPECIAL SKILLS OR TRAINING: *Check if applicable, then specify*

Typing ____ WPM Microsoft Word Microsoft Excel Microsoft Outlook

Other software, office equipment: _____

Special job related skills: _____

Current certifications and licenses: _____

Optional: Please indicate any languages other than English that you speak or understand (*answer only if relevant to the performance of the job you are seeking*):

Spanish French Japanese Italian German Korean Other _____

CRIMINAL MATTERS:

Have you ever been convicted of a crime, excluding any juvenile offense, that has not been expunged, sealed, pardoned, annulled, statutorily eradicated, or dismissed upon condition of probation? You should answer "No Record" with respect to any conviction for a marijuana-related misdemeanor or offense if the conviction occurred more than two years prior to the date this application is completed. In addition, do not provide any information regarding a referral to and participation in any pre-trial or post-trial diversion program.

Yes No Record

If you checked "Yes," please explain below. A criminal conviction will not necessarily be a bar to employment. To help us evaluate your application, please describe the nature of the crime and your subsequent rehabilitation.

OTHER PERSONAL INFORMATION:

Have you ever been subject to disciplinary action by your current or any former employer for harassment based on sex, race, color, national origin, ancestry, religion, age, marital status, sexual orientation, political affiliation, medical condition, disability, or veteran status? Yes No If yes, please state the circumstances: _____

Have you ever received any written warning or been put on probation by an employer for any reason? Yes No

Please explain: _____

Have you ever been terminated (fired) from a job? Yes No

List all other names you have used for employment or education purposes, and dates you used them.

Name(s) _____ Date _____

Name(s) _____ Date _____

EMPLOYMENT HISTORY:

List your last 3 employers, beginning with the current or most recent. You may include military service or community activities if skills or experience acquired relate to the position in which you are interested. Do not omit any of your employment history and explain any gaps below.

(1) Name and Address of Company:	Dates Employed		Describe the work you did:
	From (Mo./Yr.)	To (Mo./Yr.)	
Job Title:	Hourly Rate/Salary		
	Starting	Ending	
Supervisor's Name (Employment Reference):	Phone Number(s):		Reason for Leaving:

May we contact your employment reference? Yes No
 If no, why not? _____

How would this employer rate your performance? Poor Fair Good Excellent

Was termination: Voluntary Involuntary

(2) Name and Address of Company:	Dates Employed		Describe the work you did:
	From (Mo./Yr.)	To (Mo./Yr.)	
Job Title:	Hourly Rate/Salary		
	Starting	Ending	
Supervisor's Name (Employment Reference):	Phone Number(s):		Reason for Leaving:

May we contact your employment reference? Yes No
 If no, why not? _____

How would this employer rate your performance? Poor Fair Good Excellent

Was termination: Voluntary Involuntary

(3) Name and Address of Company:	Dates Employed		Describe the work you did:
	From (Mo./Yr.)	To (Mo./Yr.)	
Job Title:	Hourly Rate/Salary		
	Starting	Ending	
Supervisor's Name (Employment Reference):	Phone Number(s):		Reason for Leaving:

May we contact your employment reference? Yes No
 If no, why not? _____

How would this employer rate your performance? Poor Fair Good Excellent

Was termination: Voluntary Involuntary

ADDITIONAL PROFESSIONAL REFERENCES:

Name: _____ Phone Number: _____ Co-worker Other _____

Name: _____ Phone Number: _____ Co-worker Other _____

Name: _____ Phone Number: _____ Co-worker Other _____

Please account for any time you were not employed in the last 10 years, after leaving school (you need not list any unemployed periods of one month or less):

Time period: _____ Reason(s) unemployed: _____

APPLICANT'S CERTIFICATION, CONSENT AND AGREEMENT. PLEASE READ CAREFULLY.

Pre-Employment Drug Testing and Physical Evaluation

Pebble Beach Company is committed to providing a safe, efficient, and productive workplace that is free of drugs and alcohol. To further support this commitment, Pebble Beach Company requires that any offer of employment be conditional upon the successful completion of a pre-employment drug test. Job applicants who have a confirmed positive drug test will not be hired and will be ineligible to reapply for employment for a period of one year. I understand that if I am selected as the final candidate for a position with Pebble Beach Company, I will be required to submit to, and successfully pass, a drug test as a condition of my employment with Pebble Beach Company.

In addition, certain positions may require that the applicant submit to an evaluation by a Pebble Beach Company physician as a prerequisite to being hired. In that case, employment is conditional upon the physician's determination that the applicant is physically capable of performing the duties and functions of the specific position. I understand that if I am a final candidate for such a position that I will be required to submit to a physical evaluation as part of pre-employment testing.

(print name)

(parent's signature, if minor)

(signature of applicant)

(date)

CERTIFICATION AND AGREEMENT

APPLICANT: Please read the following and review the information you have provided very carefully before signing this application form. This is a very significant document. Please be sure that you have answered each item accurately and completely. Failure to do so may result in you not being considered for the position or in termination if inaccurate or omitted information is discovered after your employment has begun. Pebble Beach Company will be conducting a pre-employment investigation concerning the accuracy of the information.

I certify that the information in this application is true and complete to the best of my knowledge. I understand that falsification or omission of any material information in this application or during interviews is grounds for a refusal to hire, or discharge if discovered after employment. I understand Pebble Beach Company checks information given on applications, and I authorize them to do so. I also authorize Pebble Beach Company to make whatever inquiries it considers appropriate concerning my application, character, and work history. I release Pebble Beach Company and any person, company or institution that provides information about me from any and all liability for any damage that may result from the investigation or the use and disclosure of such information.

I have been informed of the duties of the position for which I am applying and that employment in that position will not be for a specific period of time. I understand that during my probationary period all employment with Pebble Beach Company is "at will," which means that either the employee or Pebble Beach Company may terminate the employment relationship at any time, with or without cause or advance notice.

I agree that any and all disputes regarding my employment with Pebble Beach Company, including termination or disciplinary action, whether based on contract, tort or statute, shall be resolved by arbitration under the then applicable Employment Dispute Resolution Rules of the American Arbitration Association.

This application for employment shall be considered active for a period of time not to exceed 90 days. If you wish to be considered for employment beyond this time period, you should inquire as to whether or not applications are being accepted at that time.

I have read, understand, and agree to the above.

(signature of applicant)

(date)

What you need to know prior to applying with Pebble Beach Company...

Availability

Due to the nature of the hospitality business, you may be required to work holidays and weekends, nights and overtime. Your schedule may vary, sometimes with little warning, based on the needs of the business.

Transportation

Reliable transportation is a must. Public transportation does not enter the forest. In addition, employees may be asked to work late, come in early, or work an extra day. Therefore, employees must have a reliable means of getting to and from Pebble Beach Resorts.

Appearance

The professional appearance of our employees is an extremely important element of the total impression our guests receive about our Company. A fresh, neat, conservative look is part of what our guests expect. As a Pebble Beach Company employee, you would be expected to follow appropriate grooming standards and appearance guidelines which include, but are not limited to:

- No visible tattoos or body piercings, except not more than two earrings per lobe for women.
- Hair must be clean and well groomed, with natural styling and color. For men, hair length must be above the collar and facial hair limited to a neatly trimmed mustache which does not extend beyond the corners of the mouth.
- For designated positions, you may be required to wear a Company-issued uniform appropriate for the position.

Diversity

Each of our employees brings to the Company a unique combination of physical characteristics, personality, gender, race, religion, skills, and ethnic and cultural backgrounds. Pebble Beach Company recognizes and respects the advantages this diversity brings to the workplace. The individual talents and experiences of our employees are the driving force behind the creativity and motivation essential to the attainment of our goals. The Company is committed to maintaining an environment that is free from all forms of discrimination or harassment. In keeping with this commitment we will not tolerate harassment of any employee.

Communication

Pebble Beach Company is committed to fostering a workplace characterized by unity and safety in which all employees, regardless of their native language, are treated with respect. Communication is critical in creating a safe and efficient workforce. All employees must be able to understand and communicate with their manager and others throughout the organization. For these reasons, the Company requires all employees to have a basic understanding of English. Although employees are not required to speak English proficiently they must be able to communicate with their team and guests and understand information that is relayed to them daily.

Hiring Process and Job Offers

Being a world class resort requires that we hire only the highest caliber employees. With that in mind, Pebble Beach Company conducts full background and reference checks on all candidates. All job offers come from our Recruitment office pending successful completion of these reference and background checks. Post offer drug and alcohol tests and appropriate physicals are required prior to starting employment with the company.

I have read and understand the information in this document, and acknowledge that I will comply with these requirements during the application process and during any future employment with Pebble Beach Company.

Signature

Date



PEBBLE BEACH COMPANY

Notice Regarding Procurement of Investigative Consumer Report/s

In connection with your application for employment with The Pebble Beach Company and, if you are subsequently hired by The Pebble Beach Company, prior to or at any time after your employment commences, The Pebble Beach Company may request an investigative consumer report/s from a consumer reporting agency concerning information to the extent permitted by law, including information as to your character, general reputation, personal characteristics, mode of living, work habits, performance and experience, along with reasons for the termination of your past employment from previous employers. This information may be obtained by contacting your previous employers, associates, neighbors, friends, acquaintances, or from other individuals who may have knowledge concerning such information. An investigative consumer report/s may be obtained for employment purposes, as defined under The Fair Credit Reporting Act. Areas of the search may include but not be limited to criminal convictions, civil filings, Social Security Number, credit worthiness, Department of Motor Vehicles records, fictitious business filings, degree confirmation, and past employment. Upon proper notification, the aforementioned report/s are available for your review.

One or more of the following agencies will be used to obtain investigative consumer report/s:

Employment Check, Inc.
9121 Haven Avenue, Suite 160
Rancho Cucamonga, CA 91730

Acxion
1115 Marigold Drive
Bradenton, FL 34202

ChoicePoint
4530 Conference Way South
Boca Raton, FL 33431

Monterey County Superior Court
Criminal Division
240 Church Street
Salinas, CA 93906

Social Security Administration
24 East Alvin Drive
Salinas, CA 93906

Under California law, you have the right to inspect the report/s about you maintained by the investigative consumer reporting agencies. You also have the right to receive a copy of your report/s by certified mail, and a summary of certain information in your report/s by telephone. The investigative consumer reporting agencies must provide trained personnel to explain the information in your report/s, and then provide a written explanation of any coded information. Finally, the agencies are required to disclose the identity of other recipients of the investigative consumer report/s about you.

To obtain a free copy of the investigative consumer report/s, please check here: _____

I have received a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act" (two pages).

Date: _____

Applicant's Full Name: _____
(Print)

Applicant's Signature: _____

Authorization Regarding Procurement of Investigative Consumer Report/s

I have provided complete and truthful information on my application for employment with The Pebble Beach Company and fully understand that any misrepresentations or material omissions concerning the information provided will be grounds for denying my application, withdrawing any offer of employment, or immediate discharge.

My signature below indicates I have carefully read and understand this notice and consent to the release of a consumer report/s to The Pebble Beach Company for employment purposes either in connection with my job application, or in connection with any future decisions concerning my employment, promotion, reassignment or retention as an employee. I understand my consent remains in effect indefinitely until it has been revoked in writing.

Applicant's Full Name: _____

Other Names Used: _____

Current Address: _____

Previous Addresses Last 7 Years:

Social Security Number: _____

Date of Birth: _____

Driver's License Number: _____

(Include state)

Date: _____

Applicant's Signature: _____



**PEBBLE BEACH
COMPANY**

**APPLICANT INFORMATION ON
EQUAL EMPLOYMENT OPPORTUNITY**

Pebble Beach Company is committed to a policy of equal employment opportunity for all applicants and employees. The Company does not unlawfully discriminate on the basis of sex, race, color, creed, national origin, ancestry, religion, age, marital status, sexual orientation, political affiliation, medical condition, physical or mental disability, or veteran status.

Government agencies require periodic reports on the sex, ethnicity, and veteran status of applicants. THE DATA ON THIS FORM IS FOR ANALYSIS FOR GOVERNMENT AND AFFIRMATIVE ACTION REPORTS ONLY. It will not be kept in your personnel file and will not be made available to managers or employees.

COMPLETION OF THIS FORM IS VOLUNTARY. You are not required to supply the requested information in order for your application to be considered. This form will not be filed with your application.

WHEN COMPLETED, RETURN TO EMPLOYMENT DEPARTMENT

Name _____ Sex (check one): Male Female Date: _____

Race (check one): White Asian American Indian or Alaskan Native Hawaiian or other Pacific Islander-Asian
 Black or African American Hispanic or Latino Two or more races Non-Hispanic-White

Referred by: Employee referral Community organization
 Newspaper College/school placement service
 Walk-in State employment agency
 Private employment agency Other _____

Specify name of newspaper, employee, school or agency
 (if employee, include name and location) _____

Check (if applicable): Veteran No Yes

I do not wish to complete this form _____
 Date

Thank you for your interest in a position with Pebble Beach Company