



**Owner/Managers: Jennifer A. Johnson • Meredith M. Johnson**  
**Director of Golf: Peter A. Harris**

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## Job Description and Application

### Our Philosophy:

Fore-U Golf Center is a family owned and oriented business. Our employees represent Fore-U Golf Center, therefore, it is crucial to our success that our employees promptly treat customers in a friendly and courteous manner at ALL times. The customer's enjoyment of our facility is a priority and building a business based upon repeat customers is an important part of Fore-U Golf Center's business plan. In order for that to occur, it is imperative that our facility be well maintained and that our staff greets all our customers respectfully and enthusiastically. In doing so, we are creating an alluring and fun-filled environment for our customers to frequent repeatedly.

### Job Description/Qualifications:

Our facility is divided into two entities. The Golf Center is comprised of a sixty bay driving range with grass area, two eighteen hole miniature golf courses, a chipping and putting practice area and three batting cages. We also operate an on-site ice cream stand, Ice Cream Fore-U, where we sell hard and soft ice cream, various ice cream specialty items and hot dogs.

Our employees must ALL be able to perform a variety of tasks in addition to providing **\*EXCELLENT CUSTOMER SERVICE\***, as described in our philosophy.

The following are the qualities we require of all of our employees:

\*responsibility and reliability \*self motivation \*initiative \*strong people skills \*ability to work a varied schedule, including evenings and weekends \*superior phone skills and manners \*ability to learn and enforce policies and discounts  
\*a neat appearance

In addition, employees at the Golf Center must be able and willing to pick up golf balls and baseballs manually and with the golf cart, wash golf balls and baseballs, dispense balls and rental equipment, keep the public restrooms and public area clean at all times, stock the cooler, blow off and maintain the miniature golf courses, weed, water plants and flowers, rake, mow, pick up and remove trash and other tasks related to general maintenance and upkeep of the facility.

Ice Cream specific tasks include, but are not limited to, making presentable ice cream cones and specialty items, keeping a fast pace and a smile while attending to the lines of customers, keeping the facility clean on the inside and outside, cleaning rest rooms, mopping, putting away deliveries and restocking supplies.

If, after reading the above information, you feel that you would be a positive addition to the Fore-U staff, please complete and return the following job application.

Thanks for your interest,  
Jennifer Johnson-Owner, Meredith Johnson-Owner, Peter Harris-Director of Golf

# Employment Application



## APPLICANT INFORMATION

Last Name				First			M.I.	Date	
Street Address							Apartment/Unit #		
City				State			ZIP		
Home Phone				E-mail Address					
Cell Phone									
Date Available				Birthdate			Desired Wage		
Position Applied for	Golf Center <input type="checkbox"/>	Ice Cream <input type="checkbox"/>		Maintenance/Landscaping <input type="checkbox"/>					
Desired Number of Hours per Week				If in School, After School Activities (Sports, Drama, Drivers Ed, Etc.)					
Any Days or Times You Cannot Work									
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain						

## EDUCATION

High School				Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
College				Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
Other				Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		

## REFERENCES

*Please list three references that are NOT former employers or relatives.*

Full Name				Relationship					
Company				Phone					
Address									
Full Name				Relationship					
Company				Phone					
Address									
Full Name				Relationship					
Company				Phone					
Address									

PREVIOUS EMPLOYMENT			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

**ADDITIONAL INFORMATION**

Best time to contact you is: \_\_\_\_\_

Have you ever filed an application with us before? YES  NO

If yes, when? \_\_\_\_\_

Do any friends or relatives work here? YES  NO

If yes, state their name and relationship: \_\_\_\_\_

**WHY FORE-U? PLEASE INDICATE WHY YOU WOULD LIKE TO JOIN THE FORE-U CREW:**

**Disclaimer and Signature**

I certify that my answers are true and complete to the best of my knowledge.

**IF THIS APPLICATION LEADS TO EMPLOYMENT, I UNDERSTAND THAT FALSE OR MISLEADING INFORMATION IN MY APPLICATION OR INTERVIEW MAY RESULT IN MY RELEASE.**

\*All positions are on a trial basis and subject to satisfactory performance.  
 \*If employed, I agree to abide by the policies of Fore-U Golf Center.  
 \*If employed, I understand that my position may be terminated at any time at the discretion of Fore-U Golf Center.

Signature \_\_\_\_\_ Date \_\_\_\_\_