



**Pine Mountain Club**  
Property Owners Association, Inc.  
2524 Beechwood Way PO Box P  
Pine Mountain Club, CA 93222  
P: 661-242-3788 [pinemountainclub.org](http://pinemountainclub.org)

Thank you for your interest in employment with Pine Mountain Club Property Owner's Association, Inc.

Attached is an employment application.

Please take a moment and view our company website at [pinemountainclub.org](http://pinemountainclub.org) in order to understand our small private community.

Interviews for all positions are scheduled through the Human Resource Department with the appropriate department managers.

Please complete and return this application to the business office or email to [hr@pmcpoa.com](mailto:hr@pmcpoa.com).

You will be notified if an interview is requested.

All hiring is determined upon three things: (1) passing a drug test; (2) obtaining a background check; and (3) showing proof of your right to work in the United States.

Thank you,

Grace L. Wollemann  
Assistant General Manager  
Confidential Recording Secretary  
HR On-Site Specialist



# PINE MOUNTAIN CLUB PROPERTY OWNERS' ASSOCIATION EMPLOYMENT APPLICATION

An Equal Opportunity Employer

Date

## PLEASE PRINT

Last Name

First Name

Middle

## PRESENT ADDRESS

No. & Street

City

State

Zip

## MAILING ADDRESS (if different from present address)

No. & Street

City

State

Zip

Home Phone

Cell Phone

Email

Address:

## EMPLOYMENT DESIRED

Position applying for \_\_\_\_\_

## PERSONAL INFORMATION

Have you ever applied to or worked for Pine Mountain Club Property Owners' Association before? ..... ☐ Yes ☐ No

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

Do you have any friend(s) or relative(s) working for Pine Mountain Club Property Owners' Association? ..... ☐ Yes ☐ No

If yes, state name(s) and relationship:

Name

Name

Relationship

Relationship

Why are you applying for work at Pine Mountain Club Property Owners' Association?

If hired, would you have a reliable means of transportation to and from work? ..... ☐ Yes ☐ No

Are you at least 18 years old? (If under 18, hiring is subject to verification that you are of minimum legal age.) ..... ☐ Yes ☐ No

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? ..... ☐ Yes ☐ No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? ..... ☐ Yes ☐ No

If no, describe the functions that cannot be performed?

(NOTE: We comply with applicable laws regarding reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hiring may be subject to passing a medical examination, and/or skill and agility tests.)

Are you currently employed?..... ☐ Yes ☐ No  
 If so, may we contact your employer?..... ☐ Yes ☐ No

# **EDUCATION, TRAINING, AND EXPERIENCE**

School	Name and Address	No. of Years Completed	Did you Graduate?	Degree or Diploma
High School	<div><input type="text"/></div> <div>Name</div> <div><input type="text"/></div> <div>Address</div> <div><input type="text"/></div> <div>City</div>	<div><input type="text"/></div> <div>State</div> <div><input type="text"/></div> <div>Zip</div>	<div><input type="checkbox"/> Yes <input type="checkbox"/> No</div>	<input type="text"/>
College/ University	<div><input type="text"/></div> <div>Name</div> <div><input type="text"/></div> <div>Address</div> <div><input type="text"/></div> <div>City</div>	<div><input type="text"/></div> <div>State</div> <div><input type="text"/></div> <div>Zip</div>	<div><input type="checkbox"/> Yes <input type="checkbox"/> No</div>	<input type="text"/>
Vocational/ Business	<div><input type="text"/></div> <div>Name</div> <div><input type="text"/></div> <div>Address</div> <div><input type="text"/></div> <div>City</div>	<div><input type="text"/></div> <div>State</div> <div><input type="text"/></div> <div>Zip</div>	<div><input type="checkbox"/> Yes <input type="checkbox"/> No</div>	<input type="text"/>

Do you have any other experience, training, qualifications, or skills that you feel make you especially suited for work at Pine Mountain Club Property Owners' Association? ..... ☐ Yes ☐ No

If so, please explain:

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## EMPLOYMENT HISTORY

List below all present and past employment starting with your most recent employer (last five years is sufficient). Account for all periods of unemployment. You must complete this section even if attaching a resume.

1

Name of Employer

Telephone No.

Type of Business

Your Supervisor's Name

Address & Street

City

State

Zip

Dates of Employment:

From

To

Your Position and Duties

Reason for Leaving

May we contact this employer for a reference:

☐ Yes ☐ No

2

Name of Employer

Telephone No.

Type of Business

Your Supervisor's Name

Address & Street

City

State

Zip

Dates of Employment:

From

To

Your Position and Duties

Reason for Leaving

May we contact this employer for a reference:

☐ Yes ☐ No

3

Name of Employer

Telephone No.

Type of Business

Your Supervisor's Name

Address & Street

City

State

Zip

Dates of Employment:

From

To

Your Position and Duties

Reason for Leaving

May we contact this employer for a reference:

☐ Yes ☐ No

**NOTE: Attach additional page(s) if necessary.**

## References

List below three persons not related to you who have knowledge of your work performance within the last three years.

<b>1</b>	<input type="text"/>	<input type="text"/>	<input type="text"/> — <input type="text"/> — <input type="text"/>
	First Name	Last Name	Telephone No.
	<input type="text"/>	<input type="text"/>	<input type="text"/> — <input type="text"/>
	Address & Street	City	State Zip
	<input type="text"/>		
	No. of Years Acquainted		
<b>2</b>	<input type="text"/>	<input type="text"/>	<input type="text"/> — <input type="text"/> — <input type="text"/>
	First Name	Last Name	Telephone No.
	<input type="text"/>	<input type="text"/>	<input type="text"/> — <input type="text"/>
	Address & Street	City	State Zip
	<input type="text"/>		
	No. of Years Acquainted		
<b>3</b>	<input type="text"/>	<input type="text"/>	<input type="text"/> — <input type="text"/> — <input type="text"/>
	First Name	Last Name	Telephone No.
	<input type="text"/>	<input type="text"/>	<input type="text"/> — <input type="text"/>
	Address & Street	City	State Zip
	<input type="text"/>		
	No. of Years Acquainted		

### Please Read Carefully, Initial Each Paragraph and Sign Below

☐

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

☐

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and Pine Mountain Club Property Owners' Association. In addition, I understand and agree that if I am employed, my employment is "at will" and not for a definite or determinable period and may be terminated at any time, with or without prior notice and with or without cause, at the option of either myself or Pine Mountain Club Property Owners' Association and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the Pine Mountain Club Property Owners' Association designated representative.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature