



Silver|leaf

Thank you for your interest in Silverleaf. Please complete the included Employment Application packet. Our Image Standards Policy has been included as well. Please be sure to read it in its entirety and sign the Acknowledgement. This Acknowledgement is part of the Employment Application. Once completed, you may return the packet via fax, mail, or in person at our guard gate. Our company information is as follows:

The Silverleaf Club
18701 N. Silverleaf Dr.
Scottsdale, AZ 85255
(Cross Roads are Thompson Peak Pkwy. & Horseshoe Canyon Dr.)
Phone: (480) 515-3200
Fax: (480) 515-3220

We will review your resume/application to see where your qualifications could provide a match for our employment needs. You will be hearing from us, if we are interested in scheduling an interview. If we are unable to find a match at this time, we will keep your information on file for future reference. If you have any questions, please contact me directly at (480) 515-3226.

Sincerely,

JenniMae DeKorte
Human Resources Coordinator
Silverleaf



Silverleaf

THE SILVERLEAF CLUB
18701 N. Silverleaf Dr.
Scottsdale, AZ 85255
(480) 515-3200

PRE-EMPLOYMENT APPLICATION

The Silverleaf Club (the "Company") is an equal opportunity employer and will consider all applicants for all positions equally without regard to their race, sex, age, color, religion, national origin, veteran status or any handicap.

This application will be given every consideration, but its receipt by the Company does not imply that the applicant will be employed. Each question should be answered in a complete and accurate manner, as no action can be taken on this application until all questions have been answered.

Date: _____

PERSONAL:

Name: _____

Home Phone: _____

Street Address: _____

City, State, Zip: _____

Social Security No: _____ Are you over 18? Yes
No

Are you a citizen of the U.S. or do you have the legal right to be employed in the U.S.? Yes No

If hired, you will be required to furnish documents prior to commencement of employment to verify your identity and employment eligibility, as required by U.S. Immigration and Naturalization.

Have you ever been convicted of a felony, including DWI/DUI Yes
No
If yes, state offense, location, date, and disposition

NOTE: A conviction will not necessarily disqualify you from employment.

Do you have any obligations or conditions, which would limit your ability to travel?

or work overtime? Yes No

Driver's License No.: _____ Type: _____ State: _____

Is the license currently valid? Yes No

EMPLOYMENT DESIRED:

Are you seeking Full Time Part Time Temporary/Summer
Position applied for: _____ Desired Salary: _____

Date available to start work _____

Are you now or do you expect to be engaged in any other business or employment? Yes No

Are there any days or hours you would be unable or unwilling to work? Yes No

If yes, please specify those days or hours you would be unable or unwilling to work. _____

EDUCATION:

High School Name, City, State:	College/Trade Name, City, State	Other School Name, City, State:
Years Completed: 1 2 3 4	Years Completed: 1 2 3 4	Years Completed: 1 2 3 4
Graduated: Yes No	Graduated: Yes No	Graduated: Yes No
Degree Earned:	Degree Earned:	Degree Earned:

Are you planning to pursue further studies? Yes No
If so, when, where and what courses?

List any scholastic honors, offices held and special activities during high school and college: _____

List and describe any other education or specialized training: _____

MILITARY:

Have you ever served in the military? Yes No
Service Branch: _____ Date Entered: _____

Final Rank: _____ Date Separated: _____

Are you a member of a reserve organization? Yes No

SPECIAL SKILLS:

Operate power tools? Yes No Operate Machinery? Yes No

Please list any special training you have:

Certificates: _____

Please use the space below to describe why you are interested in working for the Company and list those skills and abilities, which you feel particularly qualify you for a position with us. If you need more space, please continue on a separate sheet of paper. _____

CAPABILITIES/RELIABILITY/MEDICAL EXAMINATION:

You may be required to pass a physical exam and drug screen as a condition of employment with the Company.

Are you able to perform the essential functions of the job you are applying for with or without reasonable accommodations? Yes No

How did you hear about the Company's employment opportunities?
 Newspaper Job Fair Friend Current Silverleaf Employee _____

REFERENCES:

Give three references who are not relatives or former employers.

Name	Address	Phone	Occupation

AFFIDAVIT:

I certify that my answers to the foregoing questions are true and correct without any consequential omissions of any kind whatsoever. I understand that if I am employed by the Company, any false, misleading or otherwise incorrect statement made on this application form during any interviews may be grounds for my immediate discharge.

I hereby authorize the Company to contact any company or individual it deems appropriate to investigate my employment history, character and qualifications and I give my full and complete consent to their revealing any and all information they wish as a result of such investigation, In addition, I hereby waive my right to bring any cause of action against these individuals for defamation, invasion of privacy or for any reason, because of their statements.

I agree that if I am employed by the Company, I will abide by all of the rules and regulations of the Company, also understanding that the taking of drug tests as a condition of continued employment and refusal to take such tests when asked will be grounds for my immediate termination.

I further understand that nobody in the Company is authorized to enter into any written or verbal employment contracts with me for any definite period of time without the express written consent of Company management. I also understand that if I am employed by the Company, such employment is "at-will" and may be terminated by myself or by the Company at any time for any reason or no reason at all, with or without prior notice.

Were you referred by a current Silverleaf employee? If yes, who?

Date

Signature

WORK HISTORY

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references on a separate sheet of paper. Please complete even if you are including a resume.

Have you ever been discharged by an employer? Yes No If yes, please explain all terminations:

Employer:	Position/Title:	City/State:
Dates Employed:	Supervisor's Name/Title:	Phone Number:
Starting Wage/Salary: \$	Final Wage/Salary: \$	May we contact this employer? Yes No If not, why not?
Describe the work you did- Include skills you could apply to Silverleaf?		Reason for leaving?

Employer:	Position/Title:	City/State:
Dates Employed:	Supervisor's Name/Title:	Phone Number:
Starting Wage/Salary: \$	Final Wage/Salary: \$	May we contact this employer? Yes No If not, why not?
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Silver|leaf

Image Standards

Scope of Policy: This policy pertains to all uniformed and non-uniformed employees. It is intended to set guidelines to ensure that all employees reflect the high standards and image of Silverleaf on a daily basis making Silverleaf the place to be.

For all Employees:

General grooming standards for all Employees include the following guidelines.

1. Smile and establish eye contact when greeting members.
2. Employees wearing braces must have natural colored pieces and gear. No teeth ornaments may be worn in the work place.
3. Impeccable personal grooming and hygiene is expected at all times. Always shower or bathe before each shift and ensure that all clothing is freshly clean and pressed. Employees must use mouthwash and or breath mints to eliminate unpleasant breath.
4. Employees must take every measure to insure there is no lingering or unpleasant odor on their person throughout their shift.
5. Perfume, cologne and fragrances should be used very sparingly, if at all.
6. No visible tattoos or body piercing.
7. Wear highly polished, well maintained shoes, free of scratches and scuffs. Opened toe shoes are not permitted - closed toe shoes are worn for safety consideration. Neutral colored socks or socks matching the color of the pant must be worn. See departmental guidelines regarding shoe standards.
8. All pants must be worn at the natural waist.
9. All pants/skirts with belt loops must be worn with a belt. Belt will be determined per department uniform.
10. Employees are responsible for proper cleaning and care of all uniform pieces; unless Department Manager instructs otherwise.

11. All employees on duty must wear a nametag on the left shoulder side at all times. The company will provide two nametags to each team member. Additional nametags must be purchased.
12. No stickers, pins or insignias that are not company issued may be worn.
13. No non-company issued cell phones, pagers, MP3 players, PDA's or other electronic equipment may be on your person while on duty.
14. No gum or tobacco chewing at anytime.

Grooming Standards for Ladies:

1. Hair color must be natural in appearance, i.e., one that can be naturally grown, if not the original hair color. If hair is treated for color, it should be done on a regular basis to avoid roots or other indications that the color is not natural.
2. Hair must be clean, neatly trimmed and styled at all times. No extreme styles are permitted.
3. Longer than shoulder length hair please see departmental guidelines for specific requirements.
4. In general if wearing hair accessories they should be conservative in style and black, silver or hair colored.
5. Ladies in spa and food and beverage departments please see departmental guidelines for specific requirements.
6. Nails must be kept clean and neatly filed. Nails may never exceed one-quarter inch above the fingertip. When polish is worn, it must be maintained without chips or peeling. Color must be neutral or natural.
7. Make up must be applied in a conservative manner. Facial cosmetics should be worn to enhance natural features and not be overtly colorful or harsh.
8. No visible tattoos.
9. One ring per hand, except for a wedding ring set. No thumb rings may be worn.
10. Only one earring may be worn in each ear lobe. Post earrings may be worn if no larger than a dime.
11. No jewelry in any other body piercing may be worn on duty.
12. One conservative necklace may be worn under the collar unless otherwise specified in departmental guidelines.
13. One watch or bracelet may be worn on each arm.
14. No anklet bracelets may be worn.

Grooming Standards for Men:

1. Hair color must be natural in appearance, i.e., one that can be naturally grown, if not the original hair color. If hair is treated for color, it should be done on a regular basis to avoid roots or other indications that the color is not natural.
2. Hair must be clean, neatly trimmed and styled at all times. Hair length may be no longer than the collar and trimmed over the ears.
3. Gentlemen in spa and food and beverage departments please see departmental guidelines for specific requirements.
4. Side burns must be conservative in style, no angles or lines and may be no longer than the center of the ear.
5. Men must be clean-shaved. Male employees in Silverleaf employ prior to June 2004 with existing well-groomed and maintained facial hair will be grandfathered in. Mustaches must not exceed the upper lip in length.
6. Facial hair may not be grown while actively employed. Special consideration and accommodation may be permitted for religious or medical reasons as approved by Human Resources.
7. No visible tattoos.
8. One ring per hand may be worn. No thumb rings may be worn.
9. One conservative necklace may be worn under the collar unless otherwise specified in departmental guidelines.
10. No other non-functional decorative jewelry may be worn.
11. No earrings or jewelry in any other body piercing may be worn on duty.

Departmental Guidelines:

Dining / Food and Beverage Service Staff

1. Hair longer than shoulder length must be pulled back away from the face with a black, silver or hair colored barrette, ponytail, hair band or in a bun. Other styles may be approved by department manager.
2. No necklaces or bracelets may be worn due to health department regulations.
3. All service staff must wear highly polishable, polished black shoes with non-slip soles. No mules, buckles or tassels permitted. Have shoe approved by manager before wearing on duty.
4. Black socks or hose must be worn.
5. Company approved black belt must be worn with pants with belt loops.
6. Shirts, slacks, vests, aprons and ties will be company issued. Service staff is responsible for proper cleaning and care of all uniform pieces.

7. All Service Staff must wear a clean and pressed company issued apron.
8. Pants must be worn at the natural waist.
9. All button down shirts must be fully buttoned and ties pulled snug to top button at all times. Long sleeve shirt cuffs must be buttoned at all times.
10. All service staff must carry two company issued pens, wine key, crumber and matchbook.

Engineering / Laundry

1. Clean pressed khaki or tan pants may be worn with a company issued Silverleaf logo shirt, which is tucked in and worn with a brown belt.
2. Brown work shoes must be worn, no athletic shoes permitted.

Kitchen

1. A hat or hair restraint must be worn when working with open foods.
2. No necklaces or bracelets may be worn due to health department regulations.
3. Closed toe, non-slip soled shoes with socks must be worn.
4. Chef's jackets, pants and aprons will be company issued. Kitchen staff is responsible for proper cleaning and care of pants.
5. Jackets and aprons will be cared for by the company.

Golf Course Maintenance

1. Employees are to wear clean uniforms that are supplied by Silverleaf. This includes green pants, a tan shirt and an approved hat for maintenance.
2. Shirts must be completely buttoned with the shirt tucked into the pants, which are to be worn at the natural waist.
3. Shoes must be closed-toe for safety consideration.
4. The only jewelry that can be worn while working on the golf course is a wedding ring and/or a watch.
5. Employees must wear safety glasses and hearing protection as applicable.

Guest Services

1. All valet and carwash personnel must wear company approved white athletic shoes. When wearing shorts matching ankle socks must be worn, when wearing slacks matching trouser socks must be worn.

2. All button down shirts must be fully buttoned and tucked in. Long sleeve shirt cuffs must be buttoned at all times.
3. Pants must be worn at the natural waist.
4. Company approved brown belt must be worn with pants with belt loops.
5. Company issued hats only may be worn in summer season as needed.
6. Company approved sunglasses may be worn as needed.
7. Shirts and pants will be company issued. Guest services staff is responsible for proper cleaning and care of all uniform pieces.

Spa / Fitness / Youth Activities

1. All technicians (therapists/estheticians/nail technicians/fitness) with hair longer than collar length must neatly pull hair away from face in a ponytail, french roll or as approved by management. Hair accessories must be black, silver or hair colored.
2. Therapist/Esthetician nails must be natural, clean and trimmed below the fingertip. No acrylic, silk or solar nail permitted.
3. No necklaces or bracelets may be worn due to health department regulations.
4. Watsu practitioner swimsuits will be a one-piece suit issued by Silverleaf.
5. Fitness and Activity personnel will wear clean white appropriate athletic shoes with white ankle socks - no mid or high top athletic basketball shoes permitted.
6. Warm-up suits, shirts and shorts will be company-issued for Fitness and Activity personnel. Employees are responsible for the proper cleaning and care of all uniform pieces.
7. Company issued hats and/or sunglasses only may be worn in summer season as needed.

Non-Uniformed Team Member Guidelines:

Ladies:

1. Ladies may be attired in a suit, dress or skirt, slacks and professional blouse, blazer or coordinated sweater. A conservative, professional appearance is the overall image to project.
2. Accessorize in a conservative, elegant manner that enhances and finishes the outfit.

3. Professional closed toe shoes will be worn for safety considerations. Maximum heel height will not exceed three inches.

Gentlemen:

1. Business suits or slacks with a professional shirt are required.
2. Shirts will be tucked in and worn with a belt.
3. Accessorize in a conservative manner that enhances and finishes the outfit

Who is responsible: Each team member is responsible for his/her personal grooming, attire and maintaining impeccable grooming standards. Individual department managers are responsible for the day-to-day appearance and maintaining Club guidelines for their respective areas. Special needs or consideration should be taken to Human Resources.



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I have read the Silverleaf image Standards. By signing below, I agree to follow all of the requirements. I understand that failure to follow the policies outlined may result in suspension pending termination.

Potential Employee

Date

Witness



Silver|leaf

Mission Statement:

Every Silverleaf employee will seek opportunities to create memories by anticipating needs, exceeding expectations, and building relationships.

Silverleaf Elements:

Making the Impression: When in the greet zone (20feet) we will stop what we are doing, make eye-contact, smile, greet by time of day and use the member name when possible.

Image: All employees will follow their department grooming standards whenever on property. Employees will possess a sense of pride and positive attitude in what they wear and how they talk.

Cleanliness: Cleanliness is EVERYONE's responsibility. Take part in keeping Silverleaf clean and litter free.

Teamwork: Understand and respect others' priorities, look for opportunities to help out your fellow employees.

Personalize the Experience: Use the member name, be gracious, anticipate needs, and think of special touches and moments to exceed their expectations.

Phone Etiquette: Answer before three rings, use the member name, use correct verbiage, and introduce the caller when transferring. Smile. The member will be able to hear it on the other end.

Fiscally Responsible: Protect the Club's assets and property, respect equipment, and control waste.

Have Fun: If we are having fun, our members will be having fun. That is our ultimate goal.