

PLEASE USE AN INK PEN  
AND PRINT ALL  
INFORMATION REQUESTED  
EXCEPT SIGNATURE



### APPLICATION FOR EMPLOYMENT

Please provide complete and legible information. An incomplete application may affect your consideration for employment. If necessary, attach a separate sheet for additional information.

Silverleaf is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee on the basis of race, color, religion, creed, national origin, or ancestry, sex, age, physical or mental disability, pregnancy, veteran or military status, genetic information, sexual orientation, gender identity or expression, marital status, familial status, domestic violence victim status, or any other legally recognized protected basis under federal, Arizona state or local laws, regulations, or ordinances. The information collected by this application is solely to determine suitability for employment, verify identity, and maintain employment statistics on applicants.

Applicants with disabilities may be entitled to reasonable accommodation under the terms of the Americans with Disabilities Act and certain Arizona or local laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on Silverleaf. Please inform the company's personnel representative if you need assistance completing any forms or to otherwise participate in the application process.

Your application will be active for [30] [60] [90] [calendar] [business] days. If you are not hired during that time period, but wish to continue to be considered for available positions, you must complete a new application.]

<b>GENERAL INFORMATION</b>					
Name _____		Date _____			
Last	First	Middle			
Present Address _____					
Number		Street		City State Zip	
How long have you lived there? _____ / _____					
Years		Months			
Previous Address _____					
Number		Street		City State Zip	
How long did you lived there? _____ / _____					
Years		Months			
Home Telephone (____) _____			Work Telephone (____) _____		
Cell Phone (____) _____			E-mail Address _____		
Federal and Arizona law require that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with such laws, all offers of employment are subject to verification of the applicant's identity and employment authorization, and it will be necessary for you to submit such documents as are required by law to verify your identification and employment authorization upon employment.					
Are you a U.S. citizen or legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Do you now, or will you in the future, require immigration sponsorship for work authorization (e.g., H-1B)? <input type="checkbox"/> Yes <input type="checkbox"/> No (If hired, verification will be required consistent with federal law.)					
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, you may be required to provide authorization to work.)					
How were you referred to Silverleaf? _____					

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**POSITION INFORMATION**

Position applied for (1) \_\_\_\_\_  
and salary desired (2) \_\_\_\_\_

Type of employment desired: Full-time  Part-time  (Specify Hours) \_\_\_\_\_

Are you willing to work overtime? Yes  No  Date on which you can start work if hired \_\_\_\_\_

Have you ever worked for this company before?  Yes  No If "yes," provide dates of employment, location, and reason for separation from employment \_\_\_\_\_

Have you ever applied for a position with us?  Yes  No If "yes," when and where? \_\_\_\_\_

Do you have any relatives or close friends working for this company?  Yes  No If "yes," state identity and relationship \_\_\_\_\_

Do you have any commitments or agreements with another employer that might affect your employment with us?  Yes  No

(If yes, please explain: \_\_\_\_\_)

This job requires fluent speaking and writing in English. Can you meet this requirement? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you fluent in any language in addition to English? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please give language \_\_\_\_\_

Do you have any special skills?

Operate power tools?  Yes  No Operate Machinery?  Yes  No

Please list any special training you have: \_\_\_\_\_

Certificates: \_\_\_\_\_

**BACKGROUND INFORMATION**

During the past seven years, have you ever been discharged, suspended, or asked to resign from any position?

Yes  No If yes, please explain. \_\_\_\_\_

For the purpose of verifying information on this application, have you ever worked or attended school under a different name at any of the organizations you have listed?  Yes  No If yes, specify name. \_\_\_\_\_

Have you ever pled guilty, pled no contest, or been convicted of a crime, other than a minor traffic violation?  Yes  No

If yes, explain each conviction(s), nature of offense(s) leading to conviction(s), date of conviction and sentence(s) imposed. (A conviction record will not automatically disqualify applicants from consideration. A number of factors, including the seriousness of the crime, the date of the plea or conviction, and the relevance of the crime to the job duties will be considered) \_\_\_\_\_

Have you ever initiated an act of violence in the workplace?  Yes  No

If yes, please provide the date(s) and explain so that individual circumstances can be considered (Answering "yes" to this question will not necessarily disqualify you from employment.) \_\_\_\_\_

**EDUCATION AND TRAINING**

TYPE OF SCHOOL	NAME OF SCHOOL	Highest Grade or Degree Completed	DATES ATTENDED	MAJOR & DEGREE EARNED
High School or G.E.D. equivalent				
College				
Bus. or Trade School				
Professional School				

Honors Received \_\_\_\_\_

Is any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work and educational record? If so, please provide \_\_\_\_\_

**WORK EXPERIENCE: List the names of your present and previous employers in chronological order with present or most recent employer listed first. You may include any verifiable work performed on a volunteer basis, internships, or military service. Your failure to completely respond to each inquiry may disqualify you from consideration from employment.**

Employer \_\_\_\_\_

\_\_\_\_\_

Name Address Type of Business

Telephone (\_\_\_\_) \_\_\_\_\_ Dates Employed: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Job Title \_\_\_\_\_ Duties \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ May we contact?  Yes  No If no, why not? \_\_\_\_\_

Wages: Start \_\_\_\_\_ Final \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

What will this employer say was the reason your employment terminated? \_\_\_\_\_

If you resigned, how much notice did you give? If none, explain \_\_\_\_\_

Employer \_\_\_\_\_

\_\_\_\_\_

Name Address Type of Business

Telephone (\_\_\_\_) \_\_\_\_\_ Dates Employed: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Job Title \_\_\_\_\_ Duties \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ May we contact?  Yes  No If no, why not? \_\_\_\_\_

Wages: Start \_\_\_\_\_ Final \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

What will this employer say was the reason your employment terminated? \_\_\_\_\_

If you resigned, how much notice did you give? If none, explain \_\_\_\_\_

Employer \_\_\_\_\_

\_\_\_\_\_

Name Address Type of Business

Telephone (\_\_\_\_) \_\_\_\_\_ Dates Employed: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Job Title \_\_\_\_\_ Duties \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ May we contact?  Yes  No If no, why not? \_\_\_\_\_

Wages: Start \_\_\_\_\_ Final \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

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What will this employer say was the reason your employment terminated? \_\_\_\_\_

If you resigned, how much notice did you give? If none, explain \_\_\_\_\_

Please explain fully all gaps in your employment history in excess of one month: \_\_\_\_\_

\_\_\_\_\_

Have you ever been terminated or asked to resign from any Job?  Yes  No

If you answered Yes to the above question, please explain the circumstances of each occasion: \_\_\_\_\_

\_\_\_\_\_

**REFERENCES: Please list the names of additional work-related references we may contact. Individuals with no prior work experience may list school or volunteer related references.**

NAME	POSITION	COMPANY	WORK RELATIONSHIP (i.e., supervisor, co-worker)	TELEPHONE

**List the names of personal references (not previous employers or relatives) who know you well that we may contact.**

NAME	OCCUPATION	ADDRESS	TELEPHONE NUMBER	NUMBER OF YEARS KNOWN

**An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.**


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PLEASE READ CAREFULLY BEFORE SIGNING BELOW

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APPLICANT'S CERTIFICATION AND AGREEMENT

I have disclosed all information that is relevant and should be considered applicable to my candidacy for employment.

\_\_\_\_\_ Initials

I understand that I may be subject to a pre-employment drug test after receiving a conditional offer of employment, and must receive a negative result for illegal drug use before being permitted to commence work with Silverleaf.

\_\_\_\_\_ Initials

I understand, where permissible under applicable law, I may be subject to a pre-employment medical examination after receiving a conditional offer of employment, and must meet the qualifications for the position, with or without reasonable accommodation, before being permitted to commence work with Silverleaf.

\_\_\_\_\_ Initials

I understand, where permissible under law, I may be subject to a background check after receipt of a conditional offer of employment. All information obtained as a result of a background check will be kept confidential and used solely for employment purposes. I understand that a separate disclosure and consent form will be provided to me prior to any background check.

\_\_\_\_\_ Initials

I hereby certify that the information given by me is true in all respects. I authorize Silverleaf and its representatives to contact my prior employers and all others (with the exception of my current employer, only if I have marked "May we contact?" on page 3 of this application as "No") for the purpose of verification of the information I have supplied and release same from any liability resulting from the information released. I authorize employers, schools, and other persons named on this application to provide any information or transcripts requested.

\_\_\_\_\_ Initials

I understand employment with Silverleaf is also contingent on my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States.

\_\_\_\_\_ Initials

[I hereby certify that, if employed, my employment with Silverleaf will not conflict with, or result in the violation of, breach of, or default under, any contract, agreement, or understanding that I am a party to or am bound by, other than those I have disclosed in this application, if any.

\_\_\_\_\_ Initials]

[I hereby certify that, if employed, my employment with Silverleaf will not violate any non-solicitation, non-competition, or other similar covenant or agreement I have with any of my prior employers, other than those I have disclosed in this application, if any.

\_\_\_\_\_ Initials]

[I hereby certify that, if employed, I will report to my supervisor, a representative of HR, or other member of management, if I am ever harassed by someone in the company or if I ever become aware of any unethical behavior by any employee.

\_\_\_\_\_ Initials]

I expressly understand and agree that, if employed, my employment, having no specified term, is based upon mutual consent and may be terminated at will, with or without cause, by either party (Silverleaf or me) without prior notice to the other, unless otherwise prohibited by law.

\_\_\_\_\_ Initials

I understand that no representation, whether oral or written, by any representative or agent of **Silverleaf**, at any time, can constitute an implied or express contract of employment. I further understand no representative or agent of **Silverleaf** has the authority to enter into an agreement for employment for any specified period of time or to make any change in any policy, procedure, benefit, or other terms or condition of employment other than in a document signed by an authorized representative of **Silverleaf**.

\_\_\_\_\_ Initials

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I certify that all of the above information is true and complete, and I understand that any falsification or omission of information may disqualify me from further consideration for employment or, if hired, may result in termination regardless of the time elapsed before discovery.

Note: An offer of employment is conditioned upon complying with [Employer's] requirements including, but not limited to, signing a separate disclosure and consent form prior to any background investigation.

**MY SIGNATURE IS EVIDENCE THAT I HAVE READ AND AGREE WITH THE ABOVE STATEMENTS.**

Print Name: \_\_\_\_\_

Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_

# 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, MP3 players, PDA's or other electronic equipment may be on your person while on duty.
14. No gum or tobacco chewing at any time.

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.

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## 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-shaven, for each shift. Well-groomed and maintained mustaches in a conservative style are acceptable; however employees are not to have any facial hair growing in or growth of any kind while working. Mustaches must not exceed the upper lip in length. Goatees and beards are not permitted unless individuals were previously grandfathered in.
6. Gentlemen returning to active employment, (returning from a leave or vacation) may have fully grown mustaches when pre-approved by department manager.
7. Special consideration and accommodations may be permitted for religious or medical reason as approved by Human Resources.
8. No visible tattoos.
9. One ring per hand may be worn. No thumb rings may be worn
10. One conservative necklace may be worn under the collar unless otherwise specified in departmental guidelines.
11. No other non-functional decorative jewelry may be worn.
12. 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 khaki pants, a blue 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.

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