



**THE ARMY AND NAVY CLUB
ON FARRAGUT SQUARE**

APPLICATION FOR EMPLOYMENT

ALL APPLICANTS PLEASE READ THE FOLLOWING:

1. Carefully review the Job Description including minimum qualification requirements, certifications, hours of employment, etc.
2. In order to be considered for a vacant position, you must complete and sign your Application for Employment. Resumes may be submitted as an attachment; however, **resumes will not be accepted in lieu of an official Application**. Do not refer to an attached resume when describing previous work experience.
3. Applications will only be accepted and considered for current job openings.
4. The Army and Navy Club (ANC) is an Equal Opportunity Employer. In accordance with the Americans with Disabilities Act (ADA), if accommodations are necessary in order to perform the essential functions of a position, or to participate in any portion of the selection process, please contact the Human Resources Department at 202-721-2084 within three (3) business days of completing the Application.
5. Completed applications can be emailed, faxed or mailed. The preferred method is email. Please send application and/or resumes to Mark Peckham at mpeckham@armynavyclub.org.

**Human Resources Department
Mark Peckham**

901 17th Street, NW
Washington, DC 20006
Phone: 202-628-8400
Fax: 202-496-0866

The Army and Navy Club Application For Employment

901 17th Street, NW | Washington, DC 20006 | 202-628-8400

Please print or type.
For consideration, the
application must be
filled out completely.
Please complete each
section, even if you
attach a resume.

**Human Resources
Use Only**

Date Application
Received:

Personal Information

Name

Address		City	State	Zip
Home Number	Mobile Number	Email Address		
Are you legally eligible to work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>		Do you have a Driver's License? Yes <input type="checkbox"/> No <input type="checkbox"/>	State	License Number
Are you under the age of 18? If yes, please indicate Date of Birth Yes <input type="checkbox"/> No <input type="checkbox"/>		When will you return to school (if applicable)?		
Will you require any reasonable accommodation in order to participate in the application/interview process or to perform the essential functions of the job? If yes, please notify the Human Resources Department at 202-721-2084 Yes <input type="checkbox"/> No <input type="checkbox"/>				

Position

Position you are applying for	Available start date	When are you available for an interview?
Have you worked for The Army and Navy Club (ANC) before? If yes, please indicate the most recent position held Yes <input type="checkbox"/> No <input type="checkbox"/>		
Do you have any relatives currently employed at the ANC? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you on lay-off and subject to recall? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Education

School Name	Location	Years Attended	Degree Received	Major

Employment History

EMPLOYER (1)	Job Title	Dates Employed
Work Phone	Starting Pay Rate	Ending Pay Rate

Address	City	State	Zip
Job Duties	Reasons for Leaving	Supervisor Name	Contact Phone
EMPLOYER (2)	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip
Job Duties	Reasons for Leaving	Supervisor Name	Contact Phone
EMPLOYER (3)	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip
Job Duties	Reasons for Leaving	Supervisor Name	Contact Phone
EMPLOYER (4)	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip
Job Duties	Reasons for Leaving	Supervisor Name	Contact Phone

Additional Information

Please provide any additional information you feel is important when considering you for this position. (Example: Management Skills, Team Building Experience, etc.)

Please summarize any special skills and qualifications acquired from employment or other experiences which relate to the position you are applying for including training, special licenses, or certifications. (Example: MS Office Certified, ServeSafe, TIPS, etc.)

References

Please list at least two professional references:

Name	Title	Company	Phone

Agreement

I certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that omissions, false or misleading statements on this application in any detail shall be considered sufficient cause for disqualification from further hiring consideration or for dismissal if already employed.

I authorize The Army and Navy Club (ANC) to make any investigation of my personal or employment history and authorize any former employer, person, firm, corporation, credit agency, or government agency to give the ANC any information they may have. I understand that as a condition of employment, I may be required to undergo and successfully pass a screening for alcohol and/or drugs. I also understand and agree that, if employed, I may be required to submit to an alcohol or drug screening at any time at the discretion of the ANC. I hereby consent to having the results of any alcohol or drug screening I may be required to undergo disclosed to management at the ANC if the position I am applying for includes driving for the ANC. I also authorize a motor vehicle record check. In consideration of the ANC reviewing this application, I release ANC and all providers of information from any liability as a result of furnishing and receiving this information. I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my academic credentials, employment, and other references, and other record checks.

I understand that neither this Application for Employment nor the granting of an interview constitutes a promise of employment. I further agree that, if employed, I will conform my conduct to the ANC rules and regulations and understand that, unless otherwise specifically agreed to in writing; my employment can be terminated with or without cause, and with or without notice, at any time, at either the ANC or my option. The ANC is an *at will* employer. I understand that, other than the General Manager/Chief Operating Officer of the ANC no person/organization has any authority to enter into any agreement for employment for any specified period of time. I also understand that neither statement made during the application and/or interview process, nor employment manuals or handbooks that may be distributed to me, or statements made to me during the course of my employment shall be construed as a contract.

I further understand that the ANC may revise, revoke policies or procedures, in whole or in part, at any time.

I understand that this application will be kept on active file for 120 days from the date completed, after which time I would have to reapply in accordance with advertised and posted vacancies for employment. If hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Homeland Security Form.

Do not sign until you have read the above statement and fully understand and accept all terms of the above statement.

Name (Please Print)	Signature
Date	