

LakeLand Village Community Club
OFFICE COORDINATOR
Application

Last name: _____ First Name: _____ MI: _____

Street Address: _____ Phone: _____

Mailing Address: _____

Email Address: _____

Do you have a social security card? ___yes ___no Do you live at Lakeland? ___yes ___no

Can you provide Proof of Citizenship, Visa or Alien Registration # after employment? ___yes ___no

High School Graduate: ___yes ___no GED? ___yes ___no # of Years of College: _____

EXPERIENCE:

From/to: _____

Position: _____

Employer's Name: _____

Address: _____ Phone: _____

From/to: _____

Position: _____

Employer's Name: _____

Address: _____ Phone: _____

From/to: _____

Position: _____

Employer's Name: _____

Address: _____ Phone: _____

REFERENCES:

Name: _____

Address: _____

Phone: _____ **Relationship:** _____

Name: _____

Address: _____

Phone: _____ **Relationship:** _____

Name: _____

Address: _____

Phone: _____ **Relationship:** _____

This position promotes community relations. What personal skills do you possess that would benefit you in performing the duties of the Office Coordinator position?

To the best of my knowledge, the information herein is true and complete. I understand that providing false information in this application will be grounds for elimination from further consideration or if employed, for dismissal, at any time. I authorize previous employers and any government agency to furnish Lakeland Village Community Club my record, reason for leaving, and all information they may have concerning me. I hereby release them and Lakeland Village Community Club and their agents from all liability for any damage whatsoever arising there from. I authorize investigation of all statements in this application.

SIGNATURE: _____ DATE: _____

5/2022