



## **The Neuse Country Club**

918 Birkdale Drive  
Clayton, NC 27527

### **Golf Shop Assistant**

#### **Job Description:**

- Customer service: Greeting guests, providing friendly service, and assisting customers with their needs
- Reservations: Managing the reservation system, checking in guests, collecting fees, and assigning tee times
- Sales: Selling merchandise, maintaining inventory records, and reconciling cash register sales information
- Informing players of courses rules and regulations, and providing information about upcoming events and tournaments
- Organization: Organizing the driving range schedule and operations, and maintaining the pro shop in an orderly fashion
- Cleaning and maintaining the golf club grounds, and performing custodial tasks in and around the pro shop and clubhouse
- Other: Assisting with cart rentals, ensuring the proper dress code is followed, and running tournaments and scrambles

**Completed applications can be delivered to the Neuse Country Club at 918 Birkdale Drive, Clayton, NC 27527 or emailed to [rsieredzki@neusegolf.com](mailto:rsieredzki@neusegolf.com). Please call the Clubhouse during business hours and ask for Robert Sieredzki, Head Golf Professional with any questions: 919-550-0550**

**Thank you for your interest in being a part of our team!**

# The Neuse Country Club

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Clayton, NC 27527



# Job Application

919-550-0550

## Personal Information

Last		First		MI	SSN#	Email	
Street Address			City	ST	Zip	Home Phone	Mobile
Are you entitled to work in the United States?				Are you 18 or older?		If yes, Date of Birth	
Have you been convicted of a felony or been incarcerated in connection with a felony in the past seven years?						If yes, please explain:	
Military Service?		Branch		Are you a veteran?		War	
What position are you applying for?				How did you hear about this position?			
Expected Hourly Rate		Expected Weekly Earnings		Date Available			

## Prior Work Experience

	Current or Most Recent	Prior	Prior
Employer			
Address			
City, ST, ZIP			
Telephone			
Name of Immediate Supervisor			
Dates of Employment	From      To	From      To	From      To
Position/Job Title			
Pay			
Reason for Leaving			
May We Contact			

## Education

	Name/Location	Last Year Complete				Degree	Major
High School		9	10	11	12		N/A
College/University		1	2	3	4		
Trade School							
Other							

List any applicable special skills, training or proficiencies.

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Disclaimer - By signing, I hereby certify that the above information, to the best of my knowledge, is correct. I understand that falsification of this information may prevent me from being hired or lead to my dismissal if hired. I also provide consent for former employers to be contacted regarding work records.	Signature	Date
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