



PINE BLUFF CONVENTION CENTER
APPLICATION FOR EMPLOYMENT
(PLEASE PRINT PLAINLY)
EQUAL OPPORTUNITY EMPLOYER

It is the policy of Pine Bluff Convention Center that no person shall be denied admission of access to any of the Convention Center's programs or activities, on the basis of political or religious affiliation, race, sex, age, national origin, color, handicap/disability or veteran status.

Date _____

Name _____ SSN: _____
Last First Middle

Present Address _____
No. Street City State Zip

How long did you live at this address? _____ Telephone No. _____

Previous Address _____ How long did you live there? _____

If you are not a United States citizen can you supply working papers certifying your employment: _____ Does Not Apply _____ Yes _____ No

If not explain _____

Jobs Applied For: PT _____ FT _____ Clerical/Administrative _____ Maintenance _____
Usher _____ Kitchen _____ Housekeeping _____ Tech Support _____

How did you learn of this opening? _____

Can you perform duties of the job for which you are applying? ____ Yes ____ No
If no, please explain _____

Have you worked for PBCC before ____ Yes ____ NO If yes, when? _____

If hired, what date can you begin work? _____

If hired, do you have a reliable means of transportation to work? ____ Yes ____ No

Is there any other experience, skills, or qualifications, which you feel would especially fit you for work with the Pine Bluff Convention Center? ___Yes ___No

Have you ever been bonded? ___Yes ___No If yes, give name and address of company

If yes, describe bonded duties in full_____

Person To Be Notified In Case Of Emergency

Name_____ Telephone No._____

Address_____

Type Of School	Name/Address	How Many Years	Graduated	Course/Major
High School			Yes or No	
College			Yes or No	
Post Graduate			Yes or No	
Business/Trade			Yes or No	
Other			Yes or No	

Military Service Record

Have you ever served in the armed forces? ___Yes ___No If so, what branch? _____

Military duty: From_____ To_____ Rank at discharge_____

Month Day Year Month Day Year

**Personal References
(EXCLUDING FORMER EMPLOYERS OR RELATIVES)**

Name And Occupation	Address	Phone No.	How Many Years Known?

Prior Work History
(List In Order, Last OR Present Employer)

Dates		Name/Address of Employer	Rates of Pay		Supervisor Name/Title
From	To		Start	Finish	

Briefly Describe Duties and Responsibilities

Reason for Leaving _____

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PLEASE READ CAREFULLY
APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that this application does not create any contractual or other legal rights. It does not alter at-will employment status nor does it create an employment contract for any specific period of time.

I certify that I have made no willful misrepresentations in this application nor in the information given in my statements and answers to questions. I am aware that the information given to me in my application will be investigated with my full permission, and that any misrepresentations may cause my application to be rejected or my employment terminated.

I authorize any former employer to release to the Pine Bluff Convention Center or authorized representative any and all employment records and other information it may have about my employment. I understand that their information will be used for the purpose of evaluating my application for employment with the Pine Bluff Convention Center. A photocopy of this authorization shall be valid as the original.

I understand that this appointment will be at the discretion of the Pine Bluff Convention Center and that the application is the property of the Pine Bluff Convention Center and will become a part of my file if I am accepted for employment.

Signature of Applicant: _____

Date: _____

PRE-EMPLOYMENT STATEMENT

I voluntarily give Pine Bluff Convention Center the right to make a thorough investigation of my past employment and activities, I agree to cooperate with such investigation and release from liability or responsibility all persons.

I understand and agree that the Pine Bluff Convention Center may terminate my employment at any time, without prior notice of liability of any kind, except for wages earned and unpaid at the time of such termination.

I willingly consent to take a physical examination or a drug-screen if required and understand that employment is contingent upon successfully passing such examination/drug screen. I further agree to comply with all orders, rules and regulations of the Pine Bluff Convention Center. I further understand that any misrepresentation or omission of facts requested on this application will be sufficient grounds for immediate discharge.

Signature of Applicant _____

Do Not Write Below This Line

Date _____ Time _____

Interview Yes ___ No ___

Results of Interview _____

Accepted for Employment? _____ Starting Rate _____ Starting Date _____

Occupation _____ Dept. _____ Clock No. _____ Interviewed by _____

Employed by _____ Approved by _____