



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 Last

DOB \_\_\_\_\_

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

Are there any other experience, skills, of qualifications, which you fell would especially fit you for work with the convention cent? \_\_\_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: Form\_\_\_\_\_ 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

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Reason for Leaving \_\_\_\_\_

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

Briefly Describe Duties and Responsibilities

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Reason for Leaving \_\_\_\_\_

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Briefly Describe Duties and Responsibilities

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Reason for Leaving \_\_\_\_\_

PLEASE READ CAREFULLY  
APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that this application does not create and contractual or other legal rights. It does not, alter the at-well 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 have I information 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 of it's 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 discretion of the Pine Bluff Convention center and that the application is the Pine Bluff Convention Center and will become a part of my file in 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 \_\_\_\_\_  
\_\_\_\_\_

Acceptable for Employment? \_\_\_\_\_ Starting Rate \_\_\_\_\_ Starting Date \_\_\_\_\_

Occupation \_\_\_\_\_ Dept. \_\_\_\_\_ Clock No. \_\_\_\_\_ Interviewed by \_\_\_\_\_

Employed by \_\_\_\_\_ Approved by \_\_\_\_\_