

Application for Employment

MetroCentre • Davis Park
300 Elm Street, Rockford, IL 61101
815-968-5600 Fax: 815-968-5451



EQUAL OPPORTUNITY EMPLOYER

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, the presence of a non-job-related medical condition or handicap, marital or veteran status, or any other legally protected status.

PLEASE PRINT

POSITION APPLIED FOR: *(check only one)*

DATE OF APPLICATION _____

- | | | | | | |
|--------------------------------------|-----------------------------------|---------------------------------|-----------------------------------|--------------------------------------|--------------------------------|
| <input type="checkbox"/> Box Office | <input type="checkbox"/> Catering | <input type="checkbox"/> Desk | <input type="checkbox"/> Emt | <input type="checkbox"/> Engineering | |
| <input type="checkbox"/> Maintenance | <input type="checkbox"/> Other | <input type="checkbox"/> Police | <input type="checkbox"/> Security | <input type="checkbox"/> Technical | <input type="checkbox"/> Usher |

NAME AND ADDRESS

NAME: Last _____ First _____ Middle _____

ADDRESS: Street _____ City _____ State _____ Zip Code _____

Telephone number(s) _____ Social Security Number _____ - _____ - _____

AVAILABILITY & HISTORY

- Are you available for work: Full Time Part Time
 Weekends Days Nights Holidays
- Date available for work: _____ Desired Salary Range: _____
- Best time to contact you at home is: _____ to _____ AM PM
- Have you ever filed an application with us before? YES NO
If yes, give date _____
- Have you ever been employed with us before? YES NO
If yes, give date _____
- Do any friends or relatives, spouses, work here? YES NO
If yes, state name, relationship and department _____
- Are you currently employed? YES NO
- May we contact your present employer? YES NO
- If you are under 18 years of age, can you provide required proof of your eligibility to work? YES NO

(Continued on next page)

AVAILABILITY & HISTORY

10. If the position for which you are applying requires driving, do you currently have a valid Illinois driver's license? YES NO
11. Do you know of any reason why you could not perform any essential function of the job for which you are applying? YES NO
12. Are you currently on "lay-off" status and subject to recall? YES NO
13. Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? *(proof of citizenship or immigration status will be required upon employment.)* YES NO
14. Can you travel if a job requires it? YES NO
15. Do you wish to identify any non-job related conditions that might need reasonable accommodations?
Please Describe: _____
16. Have you ever been convicted of a felony or misdemeanor?
Conviction will not necessarily disqualify you from employment. YES NO
If Yes, please explain. _____

EDUCATION

School Type	Name and Address of School	Course of Study	Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate / Professional				
Other (Specify)				
Other (Specify)				

ADDITIONAL QUALIFICATIONS

Other Qualifications, Training or Skills _____

EMPLOYMENT HISTORY

Start with your present or last job, any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer _____ Address _____ Telephone _____ Job Title _____ Supervisor _____ Reason for Leaving _____	Dates Employed From _____ To _____ Hour Rate/Salary Starting _____ Final _____	Work Performed/Job related training _____ _____ _____ _____ _____ May We Contact? <input type="checkbox"/> YES <input type="checkbox"/> NO
Employer _____ Address _____ Telephone _____ Job Title _____ Supervisor _____ Reason for Leaving _____	Dates Employed From _____ To _____ Hour Rate/Salary Starting _____ Final _____	Work Performed/Job related training _____ _____ _____ _____ _____ May We Contact? <input type="checkbox"/> YES <input type="checkbox"/> NO
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REFERENCES

Personal / Professional References - Do not include family members.

Name	Telephone	Best time to call	Occupation
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CONSENT TO RELEASE INFORMATION

In consideration for being considered for employment, I hereby consent to having the Rockford Metropolitan Exposition, Auditorium and Office Building Authority, and/or its agents, independent contractors, or employees, contact anyone it deems appropriate to investigate or verify any information I have given in this application or during any interview, or to discuss my background, the past performance, or my suitability for employment. I further consent to being discussed by any person so contacted, and I waive all rights to bring any action for defamation, invasion of privacy or any similar cause against any person based upon such disclosures or communications.

ACCURACY & ACKNOWLEDGEMENT

I certify that answers given herein are true and complete. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an *"at will"* nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this *"at will"* employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also that I am required to abide by all rules and regulations of the employer.

Signature of Applicant _____ Date _____

ACTIVE LENGTH OF APPLICATION

This application for employment shall be considered active for period of time not to exceed 45 days. Any applicants wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at the time.