



E R I E County Convention Center Authority
809 French Street
Erie Pennsylvania 16501

ERIE COUNTY CONVENTION CENTER APPLICATION FOR EMPLOYMENT

The Erie County Convention Center is an Equal Opportunity Employer. You are not required to give any information on this form that is prohibited by applicable laws.

Any offer of employment will be conditioned upon the results of post-offer medical examinations and/or inquires which are required of all entering employees and upon passage of a test designed to measure your ability to perform the essential functions of the position offered.

Use additional sheet if this form does not provide sufficient space for you to complete your answer to any item.

FACILITY PREFERENCE

 TULLIO ARENA	 WARNER THEATER	 JERRY UHT BALLPARK	 BAYFRONT CONVENTION CENTER	ALL
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I PERSONAL DATA:

-Full Name _____

-Address _____ Phone No. _____

-City _____ State _____ Zip _____

-E-mail address _____

-Are you over 18 years of age? _____ Please list your date of birth _____

-Do you have a legal right to accept employment in the USA? _____ If No, please explain: _____

-Have you ever pleaded "guilty" or "no contest" or been convicted of a crime? _____
 If yes, please explain 1) nature of crime, 2) date of conviction, and 3) state and county in which convicted. _____

(A conviction will not necessarily bar you from employment. You should not disclose any information regarding criminal records that have been sealed.)

-Please list any other names by which you have been known (do not include maiden names). _____ -

Do you have a valid driver's license? _____ If Yes, please give state and license number _____

II. POSITIONS DESIRED

-First Choice: _____

-Second Choice: _____ -

Third Choice: _____

-The ECCCA Facilities operates on a variety of shifts which may include early morning or late evening hours. The ECCCA depends on each employee to work the shift for which he/she is hired on a regular, full time basis. Will you be able to meet this attendance requirement for any position offered? _____

-Please list briefly any qualifications you have that relate to the position(s) for which you are applying. _____

-Are you employed now? _____ If Yes, please state where, how long you have worked there, your current position, and the name of your immediate supervisor: _____

-May we contact your current employer for a reference? _____

-Have you ever worked in the convention center business before? _____ If Yes, please state where and how long: _____

III. EDUCATION

-HIGH SCHOOL

Name of School _____
Address _____
Course of Study _____
Graduate _____

-COLLEGE/UNIVERSITY

Name of School _____
Address _____
Course of Study _____
Graduate _____

**-TRADE, BUSINESS
OR OTHER SCHOOL**

Name of School _____
Address _____
Course of Study _____
Graduate _____

IV . EMPLOYMENT HISTORY

-Give names and addresses of all previous employers. Please list most recent position first and then your other positions in descending order.

Employer's Name, Address, and Supervisor

Type of Work

Date Started through Date Ended

Reason for Leaving

Employer's Name, Address, and Supervisor

Type of Work

Date Started through Date Ended

Reason for Leaving

Employer's Name, Address, and Supervisor

Type of Work

Date Started through Date Ended

Reason For Leaving

V. OTHER INFORMATION:

-Have you ever served in any branch of the military services?_____ If Yes, please list branch and dates of service:_____ Type of Discharge:_____

-Please list any special courses, training, seminars, etc. which you have completed that might relate to the position(s) for which you are applying:_____

-Please list any licenses, certificates, or professional accreditations you hold that might relate to the position(s) for which you are applying_____

-Have you any "sideline" business interests?_____ Describe_____

-Why would you like to work for the Erie County Convention Center Authority?

-Please provide any other information not requested that you feel will be helpful to the Erie County Convention Center Authority in evaluating your suitability for employment:

VI PERSONAL REFERENCES: (Do not use relatives)

-Name_____ Phone_____ Position_____ Address_____

-Name_____ Phone_____ Position_____ Address_____

-Name_____ Phone_____ Position_____ Address_____

I hereby certify that the foregoing statements are true and correct to the best of my knowledge and belief and hereby grant the Erie County Convention Center Authority (ECCCA) permission to verify such answers and investigate work and personal references. I understand that any false statements on this application or in any interview may be considered sufficient cause for rejection of this application or for dismissal if such false information is discovered subsequent to my employment. I understand that no representation made by ECCCA or its supervisors, whether in writing or made orally, constitutes a contract of employment or implies promise or limitation regarding specific policies or benefits, etc., or limits ECCCA's right to discharge me without notice or liability to me for salary or wages, except such as may have been earned up to the date of termination of service. I also understand that my salary, wages, benefits and other terms or conditions of employment are subject to change by ECCCA and, if hired, I will be notified of these changes. I also agree, if hired, that upon the termination of my employment with ECCCA, whether upon my decision or ECCCA's, that ECCCA may offset and deduct from my final paycheck any and all amounts I owe to them for any reason, including but not limited to salary advances, employee purchases, loans and losses or damages which ECCCA sustains as a result of my willful or negligent acts. I hereby agree to take physical and other examinations whenever required by ECCCA. I also understand that ECCCA is considering establishing a smoke free environment in many areas of the organization and may be banning the use of all smoking materials in these areas by employees while on the premises. I authorize the employers, schools or persons named above to give any information regarding my previous employment, character, general reputation and personal characteristics, together with any information that they have regarding whether or not it is in their records. I understand that under the Federal Fair Credit Reporting Act, I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure by ECCCA of the nature and scope of any investigation requested by ECCCA of a consumer reporting agency. If this application for employment is denied either wholly or partly because of information contained in a consumer report from a consumer reporting agency, I understand that ECCCA shall so advise me and shall supply the name and address of the consumer reporting agency making the report. I hereby release said agency, employers, schools or persons from all liability for any damages issuing this information. In addition, if accepted for employment, I hereby agree to abide by the rules and regulations of ECCCA.

SIGNED: _____ DATED: _____

DO NOT WRITE BELOW THIS LINE

Interviewed By: _____ Date _____

Remarks: _____

Hired: _____ Position: _____ Will Report: _____
Salary/Wages: _____

Approved: _____
Employment Manager Dept. Head General Manager