



EMPLOYMENT APPLICATION

Please fill out completely.

*The following information is requested in order to help us make the best possible placement within the company. **All portions of this application pertaining to you must be completed.** We appreciate the time you spend in filling out this application form. The company, in accordance with state and federal laws, does not discriminate on the basis of age, race, religion, color, sex, national origin, marital status, physical or mental handicap, or arrest record.*

PERSONNEL INFORMATION

LAST NAME: _____ FIRST NAME: _____

MIDDLE NAME: _____ DATE: _____

IS THERE ANY ADDITIONAL INFORMATION RELATIVE TO CHANGE OF NAME OR USE OF AN ASSUMED NAME OR NICKNAME NECESSARY TO ENABLE A CHECK OF YOUR WORK RECORD? IF YES, PLEASE EXPLAIN: _____

PRESENT ADDRESS STREET: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE NUMBER: _____

SOCIAL SECURITY NUMBER: _____

POSITION DESIRED: _____ SALARY DESIRED: _____

DO YOU HAVE ANY FRIENDS OR RELATIVES WORKING HERE? YES NO

NAME/DEPARTMENT OF FRIEND OR RELATIVE: _____

AVAILABLE FOR: FULL TIME PART TIME ON-CALL

HOURS PER WEEK AVAILABLE: _____

HOW WERE YOU REFERRED TO SANDS EXPO? FRIEND AGENCY OTHER

NAME OF FRIEND/AGENCY/OTHER: _____

PREVIOUSLY EMPLOYED HERE? YES NO

IF YES, WHEN? _____

IF YOU ARE HIRED WILL YOU BE ABLE TO VALIDATE YOUR ELIGILITY TO WORK IN THE UNITED STATES? YES NO

IF THE JOB YOU ARE APPLYING FOR REQUIRES YOU TO DRIVE, PLEASE ANSWER THE FOLLOWING: DO YOU HAVE A VALID DRIVER'S LICENSE? YES NO

HAS YOUR DRIVER'S LICENSE EVER BEEN SUSPENDED OR REVOKED? YES NO

ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOBS FOR WHICH YOU ARE APPLYING? YES NO

IF THE ANSWER IS NO, PLEASE SPECIFY ANY REASONABLE ACCOMODATIONS THAT WOULD ALLOW YOU TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB: _____

SECURITY INFORMATION

HAVE YOU EVER BEEN CONVICTED OF A FELONY/MISDEMEANOR (INCLUDING DUI), PLED GUILTY OR NO CONTEST TO A FELONY/MISDEMEANOR, PLED GUILTY OR NO CONTEST TO A FELONY/MISDEMEANOR TO INCLUDE A SUSPENDED IMPOSTION OF SENTENCE (S.I.S.)? YES NO

IF ANSWERED YES TO THE ABOVE PLEASE EXPLAIN: _____

DO YOU HAVE A FINANCIAL INTEREST IN ANY BUSINESS OR EMPLOYMENT IN ANOTHER POSITION THAT MAY CONFLICT WITH YOUR EMPLOYMENT WITH SANDS EXPO?

YES NO

SPECIAL SKILLS

LIST ANY OTHER SPECIAL SKILLS OR ABILITIES YOU MAY HAVE THAT ARE JOB RELATED: _____

EDUCATION

	NAME OF SCHOOL	ADDRESS	COURSE OF STUDY/MAJOR	GRADUATE? IF YES STATE DEGREE
HIGH SCHOOL				
COLLEGE/TECH/ BUSINESS SCHOOL				
GRADUATE SCHOOL				

EMPLOYMENT HISTORY / WORK EXPERIENCE

PLEASE ACCOUNT FOR ALL EMPLOYMENT SINCE HIGH SCHOOL OR DURING THE LAST 10 YEARS,
WHICHEVER IS LESS, NOTING YOUR MOST RECENT EXPERIENCE FIRST.

PRESENT/LAST EMPLOYER: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ PHONE: _____

YOUR POSITION: _____

DATE STARTED: _____ DATE LEFT: _____

SUPERVISOR'S NAME AND TITLE: _____

REASON FOR LEAVING: _____

BRIEF DESCRIPTION OF JOB DUTIES: _____

MAY WE CONTACT? YES NO

PRESENT/LAST EMPLOYER: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ PHONE: _____

YOUR POSITION: _____

DATE STARTED: _____ DATE LEFT: _____

SUPERVISOR'S NAME AND TITLE: _____

REASON FOR LEAVING: _____

BRIEF DESCRIPTION OF JOB DUTIES: _____

MAY WE CONTACT? YES NO

PRESENT/LAST EMPLOYER: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ PHONE: _____

YOUR POSITION: _____

DATE STARTED: _____ DATE LEFT: _____

SUPERVISOR'S NAME AND TITLE: _____

REASON FOR LEAVING: _____

BRIEF DESCRIPTION OF JOB DUTIES: _____

MAY WE CONTACT? YES NO

PRESENT/LAST EMPLOYER: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ PHONE: _____

YOUR POSITION: _____

DATE STARTED: _____ DATE LEFT: _____

SUPERVISOR'S NAME AND TITLE: _____

REASON FOR LEAVING: _____

BRIEF DESCRIPTION OF JOB DUTIES: _____

MAY WE CONTACT? YES NO

PRESENT/LAST EMPLOYER: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ PHONE: _____

YOUR POSITION: _____

DATE STARTED: _____ DATE LEFT: _____

SUPERVISOR'S NAME AND TITLE: _____

REASON FOR LEAVING: _____

BRIEF DESCRIPTION OF JOB DUTIES: _____

MAY WE CONTACT? YES NO

REFERENCES

PLEASE LIST THREE PERSONS WHOM WE MAY CONTACT
AND WHO ARE ABLE TO EVALUATE YOUR PROFESSIONAL KNOWLEDGE AND ABILITY:

NAME: _____ TITLE: _____

COMPANY: _____ PHONE: _____

NAME: _____ TITLE: _____

COMPANY: _____ PHONE: _____

NAME: _____ TITLE: _____

COMPANY: _____ PHONE: _____

I hereby affirm that my answers to the above are true and correct and that I have not knowingly falsified or withheld any facts in this application. I understand that false statement or omission of information will be sufficient grounds for denial of employment or, if employed, dismissal. I also understand that employment is conditional upon verification of the information contained in this application.

I further understand that I have the right to terminate my employment at any time for any reason and the Sands Expo also retains this right. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding on the Sands Expo unless made in writing by a duly authorized officer.

APPLICANT SIGNATURE: _____ DATE: _____

**RELEASE AND AUTHORIZATION FOR BACKGROUND
AND REFERENCE INVESTIGATION**

As part of its employment screening and selection procedures, the Sands Expo requires a background investigation and a check of references and other information. Such investigation and checks may require the submission to the Sands Expo the applicant's social security number, date of birth, and driver's license number.

I, _____, hereby give the Sands Expo and/or its designees permission and authority to conduct a background investigation and reference checks concerning my past and current activities. I agree and consent to any investigation the Sands Expo and/or its designees may make including, but not limited to, information as to my personal character, general reputation, former employment, education, credit history, driving record, social security wage information, criminal history, and any other information contained in public records or obtainable from former employers or other references, business or personal.

I hereby authorize and request any former employers, personal references, schools, police and court personnel, credit agencies and any other person to furnish to the Sands Expo and/or its designees any information concerning my work habits, reasons for termination, eligibility for rehire, salary information, character and reputation information, criminal history, driving records, credit history or any other relevant information requested by the Sands Expo and/or its designees.

I hereby release all persons, companies, corporations or individuals from all liability and responsibility that may result from providing the Sands Expo and/or its designees the information set out herein.

I am aware that the result of any background investigation performed by the Sands Expo and/or its designees is not the sole criteria used by the Sands Expo in making a decision to hire or not hire any individual, including me. I am also aware that any falsification or misrepresentation of information appearing on my application for employment shall be grounds for my not being hired or for my being terminated.

Applicant Name: _____ Maiden Name: _____

Social Security Number: _____ Date of Birth: _____

Current Street Address: _____

City, State, and Zip Code: _____

Driver License Number: _____ State of Issue: _____ Expiration Date: _____

Applicant Signature: _____ Date: _____

SANDS EXPO

Due to the flexible aspect of our operations and the temporary compositions of our staff, we need to know your availability. Please indicate the following:

Days Available (Monday – Sunday): _____

Shifts Available (day, swing, grave): _____

Number of Hours Available per Day: _____

Flexible to Work Overtime if Needed: YES NO

Telephone Number: _____

If the above information changes during your course of employment, please notify your immediate supervisor and the HR office so that we may update our records.

Thank you.

Name (Please Print): _____

Signature: _____ Date: _____

SANDS EXPO NOTIFICATION OF SUBSTANCE ABUSE TESTING POLICY

Sands Expo has a vital interest in maintaining safe, healthful and efficient working conditions for its customers and employees. Using or being under the influence of drugs and/or alcohol on the job may pose serious safety and health risks to the user, the public and all those who work with the user. The possession, use, or sale of an illegal drug or controlled substance may also pose unacceptable risks to safe, healthful and efficient operations.

To meet this compelling interest, individuals who wish to be considered for employment must agree to drug and alcohol testing during employment.

By completing and signing this Notice and the attached Application of Employment, the applicant understands and agrees to submit to drug and alcohol testing during the course of employment as provided for in the Sands Expo's Substance Abuse Testing Policy. The applicant further understands and agrees to release Sands Expo and its directors, officers, agents, employees, parents, subsidiaries and affiliated concerns from any liability, claims, demands, damages and causes of action of every kind and nature arising out of or resulting from or in connection with submitting to drug and alcohol testing and any decision concerning employment made by the Sands Expo in whole or in part, based upon the results of drug and alcohol testing.

ANY APPLICANT WHO IS UNWILLING TO AGREE TO THESE CONDITIONS SHOULD NOT APPLY FOR EMPLOYMENT WITH THE SANDS EXPO.

Signature: _____

Date: _____