



DELAWARE ADVANCEMENT CORPORATION EMPLOYMENT APPLICATION

An Equal Opportunity Employer

This application will not be considered unless fully completed

PERSONAL DATA					
Last Name	First	Middle			
Current Residential Address	City	State	Zip	Phone No.	
Current Mailing Address	City	State	Zip	Email address	
Position applied for:				Salary Desired: \$	
Have you ever filed an application with Horizon Convention Center? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?				Applying for: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
Have you ever been employed by Horizon Convention Center? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? Supervisor(s) Names:				Date available for work:	
Relatives or friends employed by Horizon Convention Center? <input type="checkbox"/> Yes <input type="checkbox"/> No Relationship: Department:				Would you consider working:	
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No				Any shift <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No				Weekends & Holidays <input type="checkbox"/> Yes <input type="checkbox"/> No	
List any and all other names by which you have been known:				Rotating Shift <input type="checkbox"/> Yes <input type="checkbox"/> No	
What method of transportation will you use to come to work?				On Call <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you been convicted of a felony in the past 7 years? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:					
EDUCATIONAL SKILLS					
	Name & Address of School	Course of Study	Year Completed	Graduate	Diploma/Degree Earned
High			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other college, vocational or other special courses (including military training, post graduate)					
SPECIAL SKILLS					
Please describe any special skills you possess or special training you have had (e.g. carpentry, plumbing, web design, etc...)					
What computer programs are you familiar with?					
MILITARY SERVICE					
Have you served in the U.S. Armed Services or in a state National Guard? <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, what branch:		
Rank at Discharge:			Date of Discharge:		

Describe duties and skills acquired through military service (include dates):	Are you in the reserves? <input type="checkbox"/> Yes <input type="checkbox"/> No
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EMPLOYMENT HISTORY List your job history for the past FIVE YEARS, starting with your present or most recent employer noting ANY periods in which you were not employed. Explain ALL period of unemployment.

Company	Phone ()	
Address	Supervisor	
Job Title	Starting Salary: \$	Ending Salary: \$
Responsibilities:		
From:	To:	Reason for Leaving:
May we contact your previous supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Company	Phone ()	
Address	Supervisor	
Job Title	Starting Salary: \$	Ending Salary: \$
Responsibilities:		
From:	To:	Reason for Leaving:
May we contact your previous supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Company	Phone ()	
Address	Supervisor	
Job Title	Starting Salary: \$	Ending Salary: \$
Responsibilities:		
From:	To:	Reason for Leaving:
May we contact your previous supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Please explain any gaps in employment:

REFERENCES List at least 3 who are NOT relatives or employees or former employers

Name and Relationship	Title	Company Name and Address	Telephone No.

ADDITIONAL INFORMATION

Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	License No.:	State:
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Please include any additional information you think would be applicable, e.g., internships, membership in professional organizations, and additional relevant employment. **EXCLUDE** any information that would denote race, sex age, marital status, national origin, physical or mental disability, religious or political affiliations.

State any additional information that you feel may be helpful to us in considering your application:

RESUME
If you have a resume', please attach to this employment application.

FAIR CREDIT REPORTING ACT

DISCLOSURE

As an applicant for employment or an employee of the Horizon Convention Center, you have rights under the Fair Credit Reporting Act (FCRA). By this document, the Horizon Convention Center discloses to you that a consumer report may be obtained for employment purposes as part of the pre-employment background investigation and at any time during your employment, if you are hired. If the Horizon Convention Center obtains a consumer report about you and if the Horizon Convention Center considers any information in the consumer report when making an employment related decision that directly and adversely affects you, the Horizon Convention Center will provide you with a copy of the consumer report and a summary of your rights under FCRA before the decision is finalized. You may also contact the Federal Trade Commission about your rights under the FCRA.

AUTHORIZATION

By submitting this application, I acknowledge that I have received the foregoing disclosure that the Horizon Convention Center may obtain a consumer report as part of its pre-employment background investigation and/or during the course of my employment, if I am hired. By submitting this application, I voluntarily authorize the Horizon Convention Center to obtain consumer reports about me and to consider the consumer report in its pre-employment background investigation and/or when making decisions during the course of my employment, if I am hired. I understand that I have rights under the Fair Credit Reporting Act, including the rights discussed above.

_____ (Date)

_____ (Signature)

PLEASE READ CAREFULLY BEFORE SIGNING

- I certify that the information contained in this application (and accompanying resume, if any) is true and correct to the best of my knowledge. I understand that any falsification, misrepresentation or omission on this application is grounds for refusal to hire, or if hired, dismissal, even if discovered at a later date. I authorize any of the persons, schools, employers or organizations referenced in this application to give the Horizon Convention Center any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered in this application (and accompanying resume, if any) and release all such parties and the Horizon Convention Center from all liability for any damage that may result from furnishing such information. I authorize the Horizon Convention Center to request and receive such information.
- If employed, I understand that I will be an employee "at-will" and either the Horizon Convention Center or I may terminate my employment relationship at any time with or without notice and for any reason that does not violate state or federal law.
- I agree to comply with all rules, regulations, policies and procedures of the Horizon Convention Center and acknowledge that these rules, regulations, policies and procedures may be changed, interpreted, withdrawn or supplemented any time and without prior notice to me.
- I acknowledge that any offer of employment or my acceptance of an employment offer if such is to occur, may be withdrawn with or without cause, and with or without prior notice at any time at the option of the Horizon Convention Center or me. I understand that this application and any other documents that I may receive are not contracts of employment. I further understand that no representative of the Horizon Convention Center has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action, either prior to commencement of employment or after I have become employed or to assure any benefits or terms and conditions of employment or make any agreement contrary to the foregoing, except for a written agreement signed by the President/CEO or other authorized representative.
- I understand that any offer of employment is contingent upon a consumer investigative background check.
- *This application is good only for ninety (90) days from today's date.* If I still desire a position with the Horizon Convention Center after this application expires, it will be my duty to fill out a new application and file it with the Horizon Convention Center. Otherwise, the Horizon Convention Center will not consider me for employment after this application expires.

_____ (Date)

_____ (Signature)

FOR OFFICE USE ONLY DO NOT WRITE BELOW THIS LINE

Hired? Yes No

Personal References Check by:

Ref. #1 - Date: _____ Ref. #2 - Date: _____ Ref. #3 - Date: _____ Other: _____

Employment References Check by:

Ref. #1 - Date: _____ Ref. #2 - Date: _____ Ref. #3 - Date: _____ Ref. #4 - Date: _____

Personal Notes (open to inspection - keep information factual)

If applicant is less than 18 years of age, is work permit on file?
 Yes No

Interviewer's Signature: _____

Starting Date _____

Exempt
 Non-Exempt

90-Day Completion Date: _____
 90-Day Review Completed: Yes No
 Approved By: _____
 Date: _____

Department _____

Position/Job Title _____

Full Time Part Time On Call

Starting Salary/Wage _____

Employee No. _____

Employee DOB _____

Employee Social Security No. _____