



Rockford Area Convention & Visitors Bureau

APPLICATION

PERSONAL DATA

Name	(Last)	(First)	(Middle Name)	Social Security No.
Current Address	(Street)	(City)	(State)	(Zip)
Previous Address	(Street)	(City)	(State)	(Zip)
Phone:				Cell:
Approximate Dates				From: To:
Email Address				

If hired, can you provide proof of authorization to lawfully work in the U.S.? Yes No

Are you able to perform the functions involved in the job for which you are applying?
(Do not respond unless you have been provided a copy of the job description.) _____

Are you under 18 years of age? Yes No

Referred by: Ad Friend Relative Agency Walk-in Other _____

Desired salary or range? _____ Date available to start: _____

If you received additional compensation (bonus, etc.) or allowances (car, etc.) in your prior positions, please explain: _____

Position(s) applying for: _____

Have you previously been employed at the RACVB? Yes No If yes, when and in what capacity? _____

Type of employment desired: Full time Part-time Seasonal Temporary Volunteer Educational Co-op

EDUCATION

Name of School	Location	Dates		Did you graduate?	Major course of study	Degree (BA, etc.)	Year Degree
		From	To				
High School							
College							
Graduate or Business							
Other							

In what foreign language do you have working skills? Speak: _____ Read: _____ Write: _____

U.S. MILITARY

Branch	Highest Rank	From	To
Duties, special skills, schools, etc.			

TRAVEL AND OVERTIME

Are you willing to travel? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you willing to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

REFERENCES

List three professional references who are not relatives, previous supervisors or employers.

Name	Address	Phone	Email
Name	Address	Phone	Email
Name	Address	Phone	Email

All qualified applicants will receive consideration without regard to race, color, religion, sex, age, national origin, handicap or veteran status.

EMPLOYMENT <small>List present or most recent first. Attach additional sheet if necessary.</small>			
Dates (Mo. & Yr.)	Employer	Title or Position (describe duties)	Base Salary
From: To:	Name	Title	Ending: _____ per year Starting: _____ per year
	Address	Description	
	City and State		
	Company Telephone		
	Supervisor Telephone:		
	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Dates (Mo. & Yr.)	Employer	Title or Position (Describe duties)	Base Salary
From: To:	Name	Title	Ending: _____ per year Starting: _____ per year
	Address	Description	
	City and State		
	Company Telephone		
	Supervisor Telephone:		
	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Dates (Mo. & Yr.)	Employer	Title or Position (Describe duties)	Base Salary
From: To:	Name	Title	Ending: _____ per year Starting: _____ per year
	Address	Description	
	City and State		
	Company Telephone		
	Supervisor Telephone:		
	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Dates (Mo. & Yr.)	Employer	Title or Position (Describe duties)	Base Salary
From: To:	Name	Title	Ending: _____ per year Starting: _____ per year
	Address	Description	
	City and State		
	Company Telephone		
	Supervisor Telephone:		
	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Please explain any gaps in your employment, other than those due to personal illness, injury, or disability.

Summarize special skills, licenses and/or certifications that may assist you in performing the position for which you are applying.

Computer skills: Microsoft Office Other _____

List special accomplishments, publications, awards, etc. (Exclude information that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, or veteran status.)

IN CASE OF EMERGENCY, NOTIFY

Name	Telephone		
Address (Street)	(City)	(State)	(Zip)

SECURITY AGREEMENT (Omit if volunteer)

Have you signed a Security and Invention Agreement in favor of any previous employer? Yes No

If so, give the name or names: _____

Are you under any obligation to a previous employer, through a Security and Invention Agreement, or otherwise, restricting your acceptance of employment with a competitive organization? Yes No

Should I become an employee of the RACVB or any of its subsidiary or affiliated companies, I agree, in consideration of such employment, that I will not divulge to others or use for my own benefit any confidential information obtained during the course of my employment relating to sales or the affairs of the RACVB.

Applicant Signature _____

Date _____

Volunteer Acknowledgement and Authorization

(If submitting an application as a volunteer.)

I certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in these documents may be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery, including after hire.

I understand that a comprehensive background investigation may be conducted as part of the employment process. I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to the RACVB and/or any of its representatives, agents or vendors, and I release all parties involved from any and all liability for any and all damage that may result from providing such information. I understand that all offers of employment are contingent upon satisfaction with the results of the background references.

Volunteer's Signature _____ Date _____

Applicant Acknowledgement and Authorization

PLEASE READ CAREFULLY BEFORE SIGNING

I certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in these documents may be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery, including after hire.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by the RACVB, such employment is "at-will." "At-will" means that employment with the RACVB is for no specified duration and may be terminated by either the RACVB or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions and statements of the RACVB or its representatives used during the employment process and/or for the duration of employment is deemed a contract of employment (real or implied). I understand that no representative of the RACVB except the President/CEO has the authority to enter into an agreement contrary to the foregoing statements, and that any such statements must be made in writing and signed by the President/CEO to be valid.

In consideration for employment at the RACVB, if employed, I agree to comply with the current and amended rules, regulations, policies and procedures of the RACVB at all times and understand that such compliance is a condition of employment. I understand that due to the nature of the RACVB business, attendance and punctuality are considered an essential requirement of work at the RACVB and that poor attendance or tardiness may result in disciplinary action, including discharge.

I understand that a comprehensive background investigation may be conducted as part of the employment process. I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to the RACVB and/or any of its representatives, agents or vendors, and I release all parties involved from any and all liability for any and all damage that may result from providing such information. I understand that all offers of employment are contingent upon satisfaction with the results of the background references.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 form in this regard.

Applicant's Signature _____ Date _____