



VenuWorks of Kennewick , LLC
 7016 W. Grandridge Blvd.
 Kennewick, WA 99336
 Application Cover Sheet

Name _____ Date _____
Last First M.I.

This is an application for part time employment. If hired, your work schedule will be event driven and consistent hours will not be guaranteed.

Please write 1 for primary job preference and 2 for secondary job preference:

Operations

Toyota Center:
(Set up/tear down concerts,
hockey and misc. shows)

Three Rivers Convention Cntr:
(Set up/tear down banquets
and conferences)

Housekeeping

Reviewed by

Guest Services:
(Security, ticket takers, ushers)
Circle all that apply

Reviewed by

Box Office - Ticket Seller

Reviewed by

Food and Beverage

Cook/Prep Cook

Banquet Server

Concessions/Cashier

Bartender

Dish Machine Operator

Reviewed by

Available work schedule

	All Hours	Day	Night
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

**Availability for night, weekend
and holiday shifts preferred.**

Previous Experience, Special Training/Skills - Check all that apply and indicate your years of experience

Cash Handling <input type="checkbox"/> Yrs:	Event Setup/Breakdown <input type="checkbox"/> Yrs:	Microsoft Office <input type="checkbox"/> Yrs:
Customer Service <input type="checkbox"/> Yrs:	Food Service <input type="checkbox"/> Yrs:	Typing <input type="checkbox"/> Speed:
Forklift <input type="checkbox"/> Yrs:	Tractor/Mower <input type="checkbox"/> Yrs:	Zamboni <input type="checkbox"/> Yrs:

APPLICATION FOR EMPLOYMENT



Facility Name:	VENUWORKS OF KENNEWICK
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(SEE PROCEDURE HRM006)

JOB PREFERENCE

Please check department/position for which you are applying.		Event Staff* <input type="checkbox"/>	Office Support /Clerical <input type="checkbox"/>	Ticket Office* <input type="checkbox"/>	Banquet Staff* <input type="checkbox"/>	Concessions Staff* <input type="checkbox"/>
Operations Staff* <input type="checkbox"/>	Security Staff* <input type="checkbox"/>	Bartending Staff (Must be at least 21) <input type="checkbox"/>	Kitchen Staff (Cook)* <input type="checkbox"/>	Dish Machine Operator* <input type="checkbox"/>	Zamboni Driver* <input type="checkbox"/>	
Are you physically and mentally able to perform the essential functions of the above listed jobs with or without accommodations?						Yes <input type="checkbox"/>
						No <input type="checkbox"/>
*Some of these positions require the ability to see and hear very well.						

PERSONAL INFORMATION

Your Name:				Current Date:	
E-mail Address:				Current Phone:	
Current Address:					
Current City:		State:		Zip Code:	
Permanent Address:				Permanent Phone:	
Permanent City:		State:		Zip Code:	
Have you ever been employed by this facility before?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, list when?		
Are you related to anyone who works at this location?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, list who?		
Can you legally work in the United States?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Do you have the appropriate documentation to legally work in the United States?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If this position requires driving, do you hold a valid license?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, date of expiration?		

Are you over 18 years of age?	Y <input type="checkbox"/>	N <input type="checkbox"/>
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WORK AVAILABILITY

Are you available to work for more than six months of the year?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	List the times you are available for work by marking the appropriate boxes for each day of the week listed below			
	Mornings	Afternoons	Evenings	All Day	Other (Please describe)	
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

EDUCATION

School Names & Locations	Major	Highest Grade Completed
High School:		9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/>
Address/ City/State		
College/ University:		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>
Address/ City/State		
Tech. College		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>
Address/ City/State		
College Other:		
Address/ City/State		

SPECIAL TRAINING SKILLS

Forklift: <input type="checkbox"/>	Trucks: <input type="checkbox"/>	Tractor/Mower: <input type="checkbox"/>	Zamboni: <input type="checkbox"/>
Other: (List)			

COMPUTER SKILLS

List computer/ software skills:			
Typing (wpm):		Other (List)	

APPLICATION FOR EMPLOYMENT

VenuWorks

EMPLOYMENT HISTORY

Employer's Name:					Supervisor's Name:					
Employer's Address:										
Employer's City:						State:		Zip Code:		
Employer's Phone:				Starting Wage:		Final Wage:				
Dates employed:	From:		To:		Reason for leaving:					
Position /Duties :										

EMPLOYMENT HISTORY CONTINUED

Employer's Name:					Supervisor's Name:					
Employer's Address:										
Employer's City:						State:		Zip Code:		
Employer's Phone:				Starting Wage:		Final Wage:				
Dates employed:	From:		To:		Reason for leaving:					
Position /Duties										
Employer's Name:					Supervisor's Name:					
Employer's Address:										
Employer's City:						State:		Zip Code :		
Employer's Phone:				Starting Wage:		Final Wage:				
Dates employed:	From:		To:		Reason for leaving:					
Position Duties:										
Employer's Name:					Supervisor's Name:					

APPLICATION FOR EMPLOYMENT



Employer's Address:							
Employer's City:					State	Zip Code:	
Employer's Phone:			Starting Wage:		Final Wage:		
Dates employed:	From:		To:		Reason for leaving:		
Position Duties:							

REFERENCES

Person's Name:			Person's Occupation:				
Person's Address :					Phone Number:		
Person's Name:			Person's Occupation:				
Person's Address:					Phone Number:		
Person's Name:			Person's Occupation:				
Person's Address:					Phone Number:		
Person's Name:			Person's Occupation :				
Person's Address:					Phone Number:		
Person's Name:			Person's Occupation:				
Person's Address:					Phone Number:		

APPLICATION FOR EMPLOYMENT



PLEASE READ CAREFULLY

I hereby certify that the answers given by me to the foregoing questions and statements made are true and correct, without reservations of any kind whatsoever. I understand that any job offer is contingent upon my providing the documentation required by the Immigration Reform Control Act. If employment is obtained under this application, I will willingly comply with all orders, rules and regulations of VenuWorks, Inc. and its subsidiaries VenuWorks of Kennewick, LLC. (Initials _____)

I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between me and VenuWorks of Kennewick, LLC for either employment or the provision of benefits and that an offer of employment or completion of VenuWorks of Kennewick, LLC probationary period shall not be construed as a guarantee of continued employment. If an employment relationship is established subsequent to the date of this application, I will have the right to terminate my employment at any time (with or without cause) and VenuWorks of Kennewick, LLC will have a similar right. If an employment relationship is established, I understand that my work schedule will vary depending on event staffing requirements. VenuWorks of Kennewick, LLC cannot guarantee a specific number of annual employment hours.

(Initials _____)

I also authorize my former employers, schools and personal references to give any information they may have regarding me, whether or not it is contained in a written record. I hereby release them and their companies from all liability for issuing same. It is understood that all facts are open to investigation by VenuWorks of Kennewick, LLC and that, upon investigation, if anything contained in this application is found to be false or misleading, I will be subject to immediate discharge from employment and agree to hold VenuWorks of Kennewick, LLC and person named herein blameless in that event. I understand that no promise, representation, agreement, practice or policy contrary to the foregoing is binding on VenuWorks of Kennewick, LLC unless made in writing and signed by an officer of VenuWorks of Kennewick, LLC. (Initials _____)

I AUTHORIZE VenuWorks of Kennewick to perform a criminal background check on me, which will include the sex offender registry. (Initials _____)

Applicants will be subject to a criminal background check(s) and may be subject to pre-employment drug testing. Any offer of employment is conditional and based upon the results of the criminal background and/or drug screenings.

SIGNATURE

Applicant's Signature:		Date:	
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We appreciate your interest and the time you have taken to complete this application. Thank you.

Representative:		Department:	
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