



## Application for Employment

Spare Time Entertainment is an Equal Opportunity Employer committed to excellence through diversity. We maintain and enforce a policy of equal opportunity, and employment offers are made on the basis of qualifications without regard to race, color, religion, sex, age, nation origin, disability, military status, or any other classification protected by state or federal law. This policy of nondiscrimination applies to all aspects of employment including, but not limited to recruiting, hiring, training, promotion, discipline, social/recreational programs and recall/rehiring.

**PLEASE TYPE OR PRINT.** Complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate "See Resume.")

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last* *First* *M.I.*

Address: \_\_\_\_\_  
*Street Address* *Other names*  
 \_\_\_\_\_  
*City* *State* *ZIP Code*

Phone: ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Starting wage / Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you eligible to work in the United States?  YES  NO If no, are you authorized to work in the U.S.?  YES  NO

Are you 18 years old or older?  YES  NO

Have you ever been employed by Spare Time Entertainment?  YES  NO If yes, when?

Are you related to any current Spare Time Entertainment employee(s)?  YES  NO If yes, who?

Have you ever been known by another name?  YES  NO If yes, by what name?

If required for position, do you have a valid driver's license?  YES  NO

How did you learn about this employment opportunity? Check all that apply:  
 Ad in newspaper  Job Bulletin (Posting) /Walk-in  Website  Dept. of Labor  Ad in magazine

Referral by employee  Other:

Have you ever been convicted of any crime or felony other than minor traffic violations?  YES  NO

If yes, please explain: \_\_\_\_\_

*Note: No applicant will be denied employment solely on the grounds of a conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.*

### Education

High School:		Address:				
From:	To:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:	
College / University:		Address:				
From:	To:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:	
Vocational or Special Trng		Address:				
From:	To:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:	

## References

Please give name and telephone number of three (3) references who are not related to you.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_

## Employment History

Please detail your entire work history. Begin with your current or most recent employer. If you held multiple positions with in the same organization, detail each position separately and attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please be prepared to explain any gaps in employment. Please do not complete this information with the notation "See Resume".

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? YES  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? YES  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? YES  NO  \_\_\_\_\_

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Special Skills and Qualifications**

Please summarize special job related skills, technical skills, clerical skills, trade skills, etc., relevant to this position:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Disclaimer and Signature**

**PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.**

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize Spare Time Entertainment to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that staff employees of Spare Time Entertainment serve at-will, and the employment relationship may be terminated at any time by either party, for any or no reason, other than a reason prohibited by law. If employed, I will be required to furnish proof of eligibility to work in the United States, to file a State security questionnaire and State loyalty oath, and to comply with company and departmental regulations. I understand that if employed on a temporary basis, I would be paid for hours worked only, and would be ineligible for benefits including paid time off. If employed on a regular, benefits-eligible basis, I understand that I would be required to make mandatory contributions to the Spare Time Entertainment Retirement System or to an optional retirement program, if applicable. I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice. I understand that the first SIX MONTHS of regular employment represent a provisional period, during which I would not be eligible to apply for transfer or promotion and during which I may be terminated without right of appeal.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*FOR OFFICE USE ONLY\*\***

1st Interview Date: \_\_\_\_\_ By: \_\_\_\_\_ 2nd Interview Date: \_\_\_\_\_ By: \_\_\_\_\_

Employee Number: \_\_\_\_\_ Hire Date: \_\_\_\_\_ Last Day: \_\_\_\_\_

Department/Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Wage: \_\_\_\_\_ SS Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DOB: \_\_\_\_\_