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## FULL-TIME/SALARY EMPLOYMENT OPPORTUNITIES

**NO FULL-TIME POSITIONS ARE AVAILABLE AT THIS TIME.**

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## PART-TIME/HOURLY EMPLOYMENT OPPORTUNITIES

The Akron/Summit Convention & Visitors Bureau and the John S. Knight Center offer talented and dedicated customer service/hospitality professionals a variety of opportunities to work in a dynamic environment where our clients are the top priority.

**The following positions are available on a part-time, as needed basis:**

◎ **Banquet Server** — demonstrate high level of customer service & maintain standards of sanitation; routine cleaning and prep work; ability to carry a service tray with ten (10) plated dinners.

◎ **Houseman** — demonstrate knowledge of room set-up/tear-down, table setting and cleaning; ability to carry service trays; assist servers and dishwashers as needed.

◎ **Bartender** — demonstrate knowledge of drink mixing and bar service; maintain standards of sanitation; demonstrate high level of customer service; must be able to be bonded.

◎ **Dishwasher/Utility** — demonstrate the highest standards of sanitation; demonstrate significant physical strength and stamina in a fast-paced work environment, including the proper sorting, washing and storage of pots, pans, plates and silverware; perform cleaning tasks as assigned.

◎ **Additional Positions** — Prep Cook & Cook's Helper

The three (3) application pages can be submitted at the Bureau/Center office  
located at 77 E. Mill Street, Akron, Ohio 44308  
on TUESDAYS, WEDNESDAYS & THURSDAYS  
from 9 a.m. to 11a.m. and 2 p.m. to 4 p.m. ONLY!

Revised: Apr. 2021

**READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING.**

Please review your application to ensure that you have answered every question accurately.

1. **Conditional Offers:** All offers are contingent upon complete paperwork, successful drug screening, reference and other background checks, and proof of authorization to legally work in the United States.

I also understand that neither this application nor a commitment of employment by ASCVB constitutes a contract of employment. If a contract is to exist, that document will be executed in writing by ASCVB.

2. **References:** I authorize the Akron/Summit Convention & Visitors Bureau, Inc. (ASCVB) to verify the accuracy of all representations on this application and to contact any employer, person, or organization relevant to my application. In addition, by signing below, I authorize these employers, people and organizations to provide ASCVB with any information relevant to ASCVB's employment decision.

I hereby authorize ASCVB or its agents to make an investigation of my employment and personal history through any investigative or credit agencies of its choice.

3. **Drug Test:** I understand that all offers of employment by ASCVB are conditional upon the results of a drug test arranged and paid for by ASCVB. I further understand that if the test result is positive, if I fail or refuse to provide a specimen for analysis at the time requested, or if the specimen shows any signs of adulteration or substitution, the offer will be revoked, and I will not be eligible for further employment consideration.
4. **Application:** I understand that nothing contained in this application, or the granting of an interview, is intended to create an employment contract between me and ASCVB. No promises regarding employment have been made to me.
5. **Accuracy of Information:** I understand and agree that (a) the information I have provided is accurate to the best of my knowledge and subject to verification by ASCVB and (b) a material misrepresentation or deliberate omission of fact may be justification for refusal of employment or, if employed by ASCVB, dismissal.
6. Have you ever worked at the John S. Knight Center as a temp through TechCenter Inc.?  
If so, please list the dates \_\_\_\_\_
7. Do you have any relatives who are currently employed at the John S. Knight Center?  
If so, please list their names and relationship \_\_\_\_\_
8. I understand that this application for employment is valid for no more than 60 days. After that, I must resubmit another application in order to be considered for positions at ASCVB.

**I have read and agreed with all of the above statements, and answered questions #6 and #7.**

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Signature of Candidate

Rev: Jan. 2015

# AKRON/SUMMIT CONVENTION & VISITORS BUREAU – JOHN S. KNIGHT CENTER

## Drug Protected Work Place Employment Application

We are an equal opportunity employer - We test all newly hired employees for drugs and verify backgrounds

### Applicant Information

Present Name:	First	Last	MI	Today's Date:	/ /
Previous Name	First	Last	MI	Birth Day/Month	/
Address	City		State	Zip	
Previous Address	City		State	Zip	
Previous Address	City		State	Zip	
Phone:	( )		E-mail Address		
Month & day of birth <b>DO NOT LIST YEAR</b>		Social Security Number		Desired Pay	\$
Position Applied for	Shift you can work 1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>				
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?		YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?		
Have you ever been convicted of a felony or misdemeanor?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Explain below		
Can you lift 50 pounds repeatedly?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no please explain		
Do you have injuries or work limitations?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, are they lifting, temperature or allergies to dust?		
Do you have a valid Ohio driver's license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes is it a CDL		
Please explain all felonies, misdemeanors or limiting injuries.					
Education					
High School	Address				
From:	To:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Diploma:
College	Address				
From	To:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Trade School	Address				
From	To:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
References					
Please list two references who are <b>not</b> in your immediate family					
Full Name	Relationship				
Company	Phone		( )		
Address					
Full Name	Relationship:				
Company	Phone		( )		
Address					

**Previous Employment**

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

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

<b>Company</b>		Phone		( )	
Address		Supervisor			
Job Title		Starting Pay		Ending Pay	
		\$		\$	
Responsibilities					
From	To	Reason for Leaving		Comments	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>

Please explain gaps in employment during the last ten years

**Military Service**

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

**Release of Information Waiver and Signature**

**AUTHORIZATION TO OBTAIN RECORDS AND OTHER INFORMATION FOR EMPLOYMENT PURPOSES  
PLEASE READ CAREFULLY BEFORE SIGNING**

**WAIVER**

I acknowledge and agree that the company, or its agent acting on behalf of the company may obtain a consumer report as a condition of employment and, if hired, at any time during my employment for promotion or retention purposes. I hereby authorize any and all persons, entities, companies, consumer reporting agencies, institutions and government agencies to release any information and records they may have concerning my background and qualifications for employment. All information received will be in strict compliance with all federal and state laws including the Fair Credit Reporting Act 15 U.S.C. 1681 et seq., Privacy Act Title 28 (Public Act 93-579) 5 U.S.C. 552(a), Freedom of Information 5 U.S.C., 552, etc.

I understand and agree that the company or its agents have no duty to investigate the correctness of information received from others and that they may rely on and base its decision solely upon the information contained in such reports. I agree that a photographic or facsimile copy of this document shall be as valid as the original. I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release from a position with the company.

Signature	Date
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