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FULL-TIME/SALARY EMPLOYMENT OPPORTUNITIES

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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!

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 through a temporary employment agency?
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

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

Drug Protected Work Place Employment Application

We are an equal opportunity employer. We test all applicants & employees for drugs and verify backgrounds.

APPLICANT INFORMATION											
Present Name:	First:			Last:			MI:	Today's Date:	/ /		
Previous Name:	First:			Last:			MI:	Birth: Month/Day	/		
Present Address:				City:			State:		Zip:		
Previous Address:				City:			State:		Zip:		
Phone:	()				E-mail Address:						
Month/Day of Birth: DO NOT LIST YEAR		/		Social Security #:				Desired Pay:	\$		
Position Applied for:		Shift(s) you can work (Circle All That Apply): 1 st 2 nd 3 rd									
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:					
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 which are NOT in your immediate family.											
Full Name:					Relationship:						
Company:							Phone:	()			
Address:											
Full Name:					Relationship:						
Company:							Phone:	()			
Address:											

PREVIOUS EMPLOYMENT

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

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

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

Please explain any gaps in employment during the last 10 (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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