



4100 North 84th Street, Lincoln, NE 68507 T: (402) 441-6545 F: (402) 441-6046 www.LancasterEventCenter.org

EMPLOYMENT APPLICATION

PERSONAL DATA							
NAME (LAST)		FIRST			MIDDLE		
STREET ADDRESS			CITY		STATE		ZIP CODE
HOME PHONE		CELL PHONE			WORK PHONE		
EMAIL ADDRESS		ARE YOU 19 YEARS OR OLDER? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(If under 19, you will be required to submit a birth certificate or work certificate as required by state or federal law.)</i>					
POSITION APPLYING FOR:		<input type="checkbox"/> FULL TIME <input type="checkbox"/> SUMMER <input type="checkbox"/> PART TIME <input type="checkbox"/> TEMPORARY <input type="checkbox"/> _____(Other)			WAGE EXPECTED: (Minimum)		
HAVE YOU PREVIOUSLY APPLIED FOR EMPLOYMENT WITH LANCASTER EVENT CENTER: <input type="checkbox"/> YES <input type="checkbox"/> NO		IF YES, WHEN?		WERE YOU INTERVIEWED? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, INDICATE BY WHOM (IF YOU REMEMBER):			
ARE YOU RELATED TO, OR A MEMBER OF THE SAME HOUSEHOLD AS, ANY ASSOCIATE EMPLOYED BY LANCASTER EVENT CENTER? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF YES, PROVIDE NAME, RELATIONSHIP, AND LOCATION EMPLOYED:					
ARE YOU A CITIZEN OF THE U.S. OR DO YOU HAVE A LEGAL RIGHT TO WORK IN THE U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO							
TO FACILITATE REFERENCE CHECKS, ARE YOU KNOWN TO SCHOOLS/REFERENCES (PRIOR EMPLOYERS) BY ANOTHER NAME? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WHAT NAME?:							
AVAILABILITY							
WHEN ARE YOU AVAILABLE TO WORK? (Lancaster Event Center provides religious accommodations unless it creates an undue hardship.)							
HOURS AVAILABLE	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

EMPLOYMENT HISTORY

List all present and past employment, beginning with your most recent. Include all employment.
Applicants may include in their work history any work performed on a volunteer basis. Please attach additional sheets if necessary.

COMPANY NAME/ADDRESS/TELEPHONE NUMBER:		IMMEDIATE SUPERVISOR: TELEPHONE #:	
		YOUR JOB TITLE OR POSITION:	
DATES EMPLOYED		STARTING WAGE OR SALARY:	PRESENT/FINAL WAGE OR SALARY:
FROM (MM/YY)	TO (MM/YY)		

REASONS(S) FOR LEAVING:

DESCRIBE YOUR DUTIES:

COMPANY NAME/ADDRESS/TELEPHONE NUMBER:		IMMEDIATE SUPERVISOR: TELEPHONE #:	
		YOUR JOB TITLE OR POSITION:	
DATES EMPLOYED		STARTING WAGE OR SALARY:	PRESENT/FINAL WAGE OR SALARY:
FROM (MM/YY)	TO (MM/YY)		

REASONS(S) FOR LEAVING:

DESCRIBE YOUR DUTIES:

COMPANY NAME/ADDRESS/TELEPHONE NUMBER:		IMMEDIATE SUPERVISOR: TELEPHONE #:	
		YOUR JOB TITLE OR POSITION:	
DATES EMPLOYED		STARTING WAGE OR SALARY:	PRESENT/FINAL WAGE OR SALARY:
FROM (MM/YY)	TO (MM/YY)		

REASONS(S) FOR LEAVING:

DESCRIBE YOUR DUTIES:

COMPANY NAME/ADDRESS/TELEPHONE NUMBER:		IMMEDIATE SUPERVISOR: TELEPHONE #:	
		YOUR JOB TITLE OR POSITION:	
DATES EMPLOYED		STARTING WAGE OR SALARY:	PRESENT/FINAL WAGE OR SALARY:
FROM (MM/YY)	TO (MM/YY)		

REASONS(S) FOR LEAVING:

DESCRIBE YOUR DUTIES:

EDUCATIONAL DATA

NAME AND ADDRESS OF SCHOOL	DATES ATTENDED*		GRADUATED		DATE DEGREE CONFERRED	MAJOR	MINOR
	FROM (MM/YY)	TO (MM/YY)	YES	NO	N/A	N/A	N/A
HIGH SCHOOL							
COLLEGE/OTHER							
GRADUATE SCHOOL							

* Information sought solely to facilitate reference checks.

MILITARY HISTORY

BRANCH OF SERVICE	DATES OF SERVICE	
	FROM	TO

DID YOU RECEIVE ANY MILITARY TRAINING RELATED TO THE JOB FOR WHICH YOU ARE APPLYING? YES NO
IF YES, PLEASE EXPLAIN:

SKILLS & CERTIFICATIONS

	Yes	No	Interested In/Willing to Learn		Yes	No	Interested In/Willing to Learn
Food Handler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bartender	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cashier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Catering/Banquets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Liquor ID Checking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	QuickBooks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Filing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bookkeeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Answering Phones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MS Access/Databases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ticket Selling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MS Outlook/Emai	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Media Content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Website Content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tractors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Skid Loaders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance Records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fork Lifts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PC Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor Scrubbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor Sweepers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				Snow Removal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				Landscaping/Mowing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				Pesticide/Disinfectant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				Telehandler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				Livestock Panel Setup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note any certifications or experience related to above:

PROFESSIONAL REFERENCES (do not list family members)

NAME	ADDRESS	OCCUPATION/TELEPHONE#
1.		OCCUPATION: TELEPHONE #:
2.		OCCUPATION: TELEPHONE #:
3.		OCCUPATION: TELEPHONE #:

CRIMINAL CONVICTIONS

HAVE YOU EVER BEEN CONVICTED OF A FELONY? IF YES, EXPLAIN:

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR WITHIN THE LAST FIVE YEARS? IF YES, EXPLAIN:

Criminal conviction doesn't exclude you from consideration for employment.

LEC will consider nature of the offense, time since offense, any rehabilitation or mitigating circumstance and job-relatedness of the offense.

SIGNATURE

PLEASE READ CAREFULLY BEFORE SIGNING

I certify that the information given above is true and complete, and I understand that any misrepresentation and/or withholding of information may result in the rejection of my application or my discharge if discovered after employment begins.

I understand that safety and security of associates and customers remains a priority to Lancaster Event Center. Therefore, as part of the employment process, depending on the particular position I am applying for, I may be required to complete some or all of the following employment processes: interviews, assessments, background criminal checks, employment verifications, educational verifications, financial checks, references, drug testing, and driving records. I authorize Lancaster Event Center or its agents to make inquiries regarding my experience and qualifications of prior employers, schools, etc. and hereby release employers, schools, or individuals from all liability in responding to inquiries in connection with my application and release Lancaster Event Center and its agents from all liability with respect to such inquiries.

I understand that if employed, I will be an employee "at will" and may be terminated at any time, with or without cause, and without notice at the option of Lancaster Event Center or myself. I understand that no representative of Lancaster Event Center has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing. If I am employed, I agree to abide by the Lancaster Event Center's policies, rule, and procedures and any changes thereto.

Signature _____

Date _____

Lancaster Event Center is committed to maintaining a smoke free and drug free workplace. The company reserves the right to administer drugs tests to applicants and employees to the extent permitted by law.

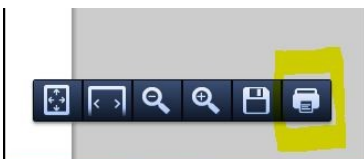
All applicants will receive consideration without regard to race, color, religion, marital status, national origin, disability, genetic information, military status or Vietnam-era veteran status, sexual orientation, sex, age, or any other protected category. Lancaster Event Center is an equal opportunity employer. No question on this application is intended for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

1. Be sure you answered all questions. If not applicable, enter NA.
2. Be sure you entered your name in the signature box and dated it.
3. Then move your cursor to the bottom right of the screen until options pop up and click the save icon.



4. Save the file to your computer.
5. Open your preferred method of email and attach the saved application file.
6. Send the saved application file to mwulf@lancastereventcenter.org.

If you prefer, you can print (the far right icon)



And mail/drop off to:

Lancaster Event Center, 4100 N 84th St, Lincoln NE 68507.