

Fredericksburg Expo & Conference Center

A Ballantine Management Group Facility



Employment Application

Applicant Information

Position Applying For: _____

Date Available: _____ Social Security No.: _____

Desired Salary / Hour: \$ _____

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment / Unit #

_____ *City State Zip Code*

Home Phone: () _____ Cell Phone: () _____

Email Address: _____

Are you a citizen of the United States: YES NO If no, are you authorized to work in the U.S.: YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Previous Employment

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

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Previous Employment - CONTINUED

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: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

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Work Schedule

I **AM AVAILABLE** to work the following times on a weekly basis (indicate am or pm):

Monday: between the hours of _____ and _____

Friday: between the hours of _____ and _____

Tuesday: between the hours of _____ and _____

Saturday: between the hours of _____ and _____

Wednesday: between the hours of _____ and _____

Sunday: between the hours of _____ and _____

Thursday: between the hours of _____ and _____

I **AM NOT AVAILABLE** to work the following dates (please list through August 2010):

Additional Comments / Notes:

Disclaimer and Signature

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.

Signature: _____ Date: _____

PLEASE RETURN TO THE FREDERICKSBURG EXPO & CONFERENCE CENTER

**2371 Carl D. Silver Parkway
Fredericksburg, VA 22401**

**Phone: (540) 548-5555
Fax: (540) 548-0552**