



# Application for Employment

Central Cinema is a neighborhood oriented business dedicated to bringing Art, Entertainment, Thoughtful Events, and tasty Food to the Central District. We are looking for Creative, Energetic and Friendly people to help make Central Cinema a real asset to the area. We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, hairstyle, or disability that does not prohibit performance of essential job functions.

(Please Print)

Date: \_\_\_\_\_

## I. Personal Information

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Present Address \_\_\_\_\_

Permanent Address (if different than above) \_\_\_\_\_

Social Security Number \_\_\_\_\_

Date of Birth \_\_\_\_\_

Telephone \_\_\_\_\_

e-mail \_\_\_\_\_

Emergency contact person \_\_\_\_\_

Telephone \_\_\_\_\_

**Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver's license, birth certificate, Green Card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.**

**Position Applied For:** \_\_\_\_\_

1. Is there any information we would need about your name or use of another name for us to be able to check your work record? Please specify:  
\_\_\_\_\_
2. Do you have any relatives who are presently (or have formerly been) employed by Central Cinema? \_\_\_\_\_
3. How were you referred to Central Cinema? \_\_\_\_\_
4. Why are you interested in working at Central Cinema?  
\_\_\_\_\_

5. Have you ever been convicted of a felony? \_\_\_ Yes \_\_\_ No If yes, please explain:

NOTE: Central Cinema will investigate only those criminal convictions that relate to fitness to perform the job for which you are applying, and such convictions will not necessarily bar you from employment with Central Cinema.

6. What do you do for fun? \_\_\_\_\_

## II. Educational History

School Name/Location	Years Completed	Degree/Diploma
Elem/Jr. High _____		
High School _____		
College _____		
Tech. Training _____		
Other _____		

## III. Employment Record *Please include all employment for the last five years.*

1. \_\_\_\_\_  
Company Name (Current or Most Recent Employer) Position Held  
\_\_\_\_\_ Dates Employed: \_\_\_\_\_  
Address From To  
\_\_\_\_\_ Manager / Supervisor Telephone Wage/Salary  
\_\_\_\_\_ Duties performed  
\_\_\_\_\_ Reason For Leaving

2. \_\_\_\_\_  
Company Name Position Held  
\_\_\_\_\_ Dates Employed: \_\_\_\_\_  
Address From To  
\_\_\_\_\_ Manager / Supervisor Telephone Wage/Salary  
\_\_\_\_\_ Duties performed  
\_\_\_\_\_ Reason For Leaving

3. \_\_\_\_\_  
Company Name Position Held  
\_\_\_\_\_ Dates Employed: \_\_\_\_\_  
Address From To



5. Can you work on Sunday? ( ) Yes ( ) No
6. Can you work on Holidays? ( ) Yes ( ) No
7. Do you have a Food Handlers Permit? ( ) Yes ( ) No
8. Do you have a Liquor Server Permit? ( ) Yes ( ) No Class # \_\_\_\_\_

## VI. Salary / Hourly Rate Requirements

If your application receives favorable consideration, what salary/hourly rate would you require?

\$ \_\_\_\_\_ per \_\_\_\_\_

## VII. Authorization & Consent for Release of Information

*Please read the following and sign at bottom*

As a part of our employment screening and selection procedures, Central Cinema Corp. requires that a pre-employment verification of background information be conducted on all finalist candidates. This verification procedure must be completed before an offer of employment can be extended. The objectives of this verification of background information are to verify information provided during the application and interviewing process and to help solidify a good job match.

This background investigation may include verification of education, employment history, credit history as permitted by the Fair Credit Reporting Act, a review of any local, county, state, and federal government agency public records, and business and/or personal references.

This Authorization and Release gives your permission to Central Cinema, or its designated agent, to conduct the background investigation. All information will be proprietary and kept confidential.

I do hereby certify that the information provided by me in my application for employment, resume, or in verbal discussions relating to my consideration for employment are true and complete to the best of my knowledge. I hereby authorize Central Cinema Corp., or its designated agent, to

- 1) investigate the truthfulness of all statements made on my application or resume, or in verbal statements made by me in the interview process;
- 2) contact any verification of my education, employment, personal, credit, and motor vehicles records, and to receive any criminal history relating to me which may be on file with any local, state, or federal criminal justice agencies; and
- 3) disclose verbally or in writing the results of any investigation with authorized employees or agents of Central Cinema involved in the hiring process. Further, I authorize the procurement of any other information that relates to my background, character, and personal reputation which may be deemed relevant to my employment.

I have read and understand this Authorization and Consent. I request that this document in its original or copy form serve as my valid authorization to any and all persons, educational institutions, past and/or current employers, organization, credit agencies, law enforcement, or criminal record agencies, and other agencies to release all such personal, institutions, agencies, and organizations providing such information from liability in any or all claims and damages connected with their providing any requested information.

I further agree to indemnify, discharge, and forever hold harmless Central Cinema, its associates/employees, its designated agent and its associates/employees, from any and all damages, claims, losses, liabilities, costs, and expenses (including, but not limited to attorneys' fees) incurred as direct or indirect results of any lawsuit or administrative proceeding brought against Central Cinema, or its agent, which is related directly or indirectly to the disclosure of any such information to such investigation. I understand that my employment with Central Cinema is conditioned upon a successful background investigation.

Please note: Applicant agrees to the following conditions of employment:

1. Meeting minimum age requirements of applicable laws and submitting proof of true age, if required.
2. Documentation of authorization to work in the US will be required if an offer of employment is made and accepted.
3. Meeting attendance and performance requirements.
4. Conforming to other company rules, regulations, and instructions.

I certify that the information given by me to Central Cinema is true and complete to the best of my knowledge. I understand that, if employed, false or misleading information may result in immediate dismissal.

I further certify that I am not engaged in an outside activity or business that could be considered in conflict with Central Cinema's interest or those of its clients, nor will I become engaged in such activity or business if employed.

I further certify that if hired by Central Cinema that I will have access to certain confidential and proprietary information. I agree that during and after my employment with Central Cinema I will not use, disclose, copy, or retain such confidential and proprietary information (a) other than is required in the performance of my responsibilities, (b) for my personal gain, or (c) in any manner contrary to the best interest of Central Cinema. If employed, I release Central Cinema from any liability for future references it may provide regarding my work history at the firm.

In consideration of my employment, I agree that my employment and compensation can be terminated with or without cause, and with or without notice at any time, at the option of either Central Cinema or myself. I understand that no representative of Central Cinema, other than the President, 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 employed, I further agree that if Central Cinema advances any paid leave before it has been accrued, or advances or loans to me any money during the course of my employment, or if I lose, damage, or fail to return any firm property, the firm is authorized to deduct from my wages sufficient funds to repay such loans or advances or to replace its property,

Signature \_\_\_\_\_