

# KELLOGG ARENA

## DOWNTOWN BATTLE CREEK

### APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition, disability, or any other legally protected status. As required by government regulations, we comply with Affirmative Action and other obligations where they pertain. Solely to assist us in complying with government record keeping, reporting, and other legal requirements, we request that you complete this Applicant Data Record. These data are for periodic government reporting and will be kept in a Confidential File separate from your Application for Employment.

An Equal Opportunity Employer

Full Name (Last,	First,	Middle)	Today's Date
Present Address	City	State	Zip
Phone Number	Cell Phone Number	Email Address	

This employment application will be active for up to three (3) months. Any applicant wishing to be considered for employment beyond this time should inquire as to whether applications are being accepted at that time. It is the CCDC's policy to provide equal employment opportunity in all aspects of the employment relationship — including recruitment, hiring, promotion, and all conditions and privileges of employment — to all applicants and employees without discrimination because of race, creed, color, age, religion, sex, national origin, qualifying disability, marital status, height, weight, or veteran status. No question on this application is intended to elicit information for a discriminatory purpose.

Are you at least 18 years old? \_\_\_\_\_

Do you have the right to remain permanently in the U.S. and do you have authorization to work in the U.S.? \_\_\_\_\_

Have you worked under a different name before? \_\_\_\_\_ If yes, explain: \_\_\_\_\_

Position applied for \_\_\_\_\_

Seasonal \_\_\_\_\_ Temporary \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Other \_\_\_\_\_

How did you learn about this opening? \_\_\_\_\_

Are you presently employed? \_\_\_\_\_ If yes, where? \_\_\_\_\_

Have you ever been employed by the Cereal CCDC Development Corp./Kellogg Arena before? \_\_\_\_\_

If yes, when, which Department and what was your position? \_\_\_\_\_

Wage expected: \_\_\_\_\_

Are you related to or know anyone who currently works for the CCDC? \_\_\_\_\_

If yes, please name the individual(s) and relationship \_\_\_\_\_

Have you ever been involuntarily terminated from or asked to leave any job? \_\_\_\_\_ If yes, identify your employer, date of discharge, and the reason for discharge: \_\_\_\_\_

Education	Highest grade completed? _____ Diploma _____		Name and Location			Course of Study			Completed Yes No Or			Degree	GPA
High School													
College/Trade School													
Other formal education, training, or experience which you feel is relevant to the position for which you are applying _____													

Job-related registrations, certifications, or licenses: \_\_\_\_\_

Do you have a valid/unrestricted drivers license? \_\_\_\_\_ License Number: \_\_\_\_\_ State: \_\_\_\_\_

Do you have a valid CDL license? \_\_\_\_\_ If so, what type endorsement? \_\_\_\_\_

Are any felony charges currently pending against you? \_\_\_\_\_ If yes, explain: \_\_\_\_\_

Have you ever been convicted of or entered a plea for **any crime (misdemeanor and/or felony)**? \_\_\_\_\_

If yes, list "ALL" the crime(s) (including traffic violations) and explain \_\_\_\_\_

**Personal References\*** (Name) (Address) (Phone)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

\*Excluding relatives or former employers.



## Employment History

(List below your past and present employment, starting with the most recent. Include U.S. military service experience. Do not skip any employers.) Attach additional sheets if necessary.

1. Company \_\_\_\_\_  
Address: \_\_\_\_\_

Phone \_\_\_\_\_ Position \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Description of Duties \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Reason(s) for Leaving \_\_\_\_\_

2. Company \_\_\_\_\_  
Address: \_\_\_\_\_

Phone \_\_\_\_\_ Position \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Description of Duties \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Reason(s) for Leaving \_\_\_\_\_

3. Company \_\_\_\_\_  
Address: \_\_\_\_\_

Phone \_\_\_\_\_ Position \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Description of Duties \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Reason(s) for Leaving \_\_\_\_\_

4. Company \_\_\_\_\_  
Address: \_\_\_\_\_

Phone \_\_\_\_\_ Position \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Description of Duties \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Reason(s) for Leaving \_\_\_\_\_

**Emergency Contact:** (Name) (Address) (Phone) (Relationship)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## Applicant Statement

I hereby affirm that the information provided in this application (and accompanying resume, if any) is true and complete. I also agree that any false information, misrepresentations, or omissions - verbal or written - may disqualify me from further consideration for employment and may result in discipline or dismissal, at the CCDC's discretion, if discovered at a later date.

I authorize a thorough investigation of all statements and references contained in this application and of my employment, educational, and criminal history, including discipline and attendance records, and agree to cooperate in such investigation. I release from all liability and responsibility all persons and entities requesting or supplying such information and waive any right to notice of such disclosure. Should I receive a conditional offer of employment, I agree to submit to any physical and/or psychological medical examination. I further authorize any physician or entity conducting such medical examination to release the results of such examination to the Cereal CCDC Development Corp.. I hereby give consent for the CCDC, through an authorized testing service of its choice, to collect urine or other samples from me to determine the presence of alcohol, drugs, or controlled substances, and I hereby release the CCDC from any liability arising out of such tests or its results. I acknowledge that remaining free of drug use and complying with the CCDC's substance abuse policy is a condition of my employment. I also understand that if I have a protected disability that affects my ability to perform the job I seek, I may ask the CCDC to attempt to make a reasonable accommodation for it. I must let the CCDC know of my need for accommodation within 182 days of when I knew or should have known of my need for such accommodation. I understand that employees of the CCDC who are not represented by a collective bargaining unit, are employed on an at-will basis, and are subject to termination at any time, with or without notice, discipline, or warning, for any or no reason. No person other than the CCDC Manager, or his designee, has authority to offer employment for any specified period or to make any different agreement. No such agreement will be enforceable unless it is in writing, pertains specifically to me, and is signed by the CCDC Manager, or his designee. Without limiting the foregoing, I further understand that I am required to abide by all rules and regulations of the CCDC and to work the hours, days and shifts (either day or night) scheduled by the management of the unit in which I am employed.

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

\_\_\_\_\_  
Applicant Signature

