



# SPECIAL EVENTS

an events solution company

1588 Riverside Ave.  
Ft. Collins, CO 80524  
970-224-4774 Fax: 970-224-9367

## Application for Employment

RCSE is 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, or disability that does not prohibit performance of essential job functions.

### I. Personal Information

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

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

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

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

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

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email Address

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

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

Full Time    Part Time    Temporary   Days Available M T W T F Sat Sun

*Answer only questions not contained in resume*

Check if resume is attached

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. How were you referred to RC Special Events?

3. Have you ever been convicted of a felony?  Yes  No if yes, please explain:

## II. Educational History

| School Name/Location | Circle<br>Years Completed | Degree/Diploma |
|----------------------|---------------------------|----------------|
| High School _____    | 1 2 3 4 _____             |                |
| College _____        | 1 2 3 4 _____             |                |
| Tech Training _____  | 1 2 3 4 _____             |                |
| Other: _____         | 1 2 3 4 _____             |                |

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

- |                                       |                       |
|---------------------------------------|-----------------------|
| _____                                 | _____                 |
| Company Name (Current or most recent) | Position Held         |
| _____                                 | Dates Employed: _____ |
| Address                               | From To               |
| _____                                 | _____                 |
| Manager/Supervisor                    | Telephone Wage/Salary |
| _____                                 | _____                 |
| Reason for Leaving                    |                       |
- |                    |                       |
|--------------------|-----------------------|
| _____              | _____                 |
| Company Name       | Position Held         |
| _____              | Dates Employed: _____ |
| Address            | From To               |
| _____              | _____                 |
| Manager/Supervisor | Telephone Wage/Salary |
| _____              | _____                 |
| Reason for Leaving |                       |
- |                    |                       |
|--------------------|-----------------------|
| _____              | _____                 |
| Company Name       | Position Held         |
| _____              | Dates Employed: _____ |
| Address            | From To               |
| _____              | _____                 |
| Manager/Supervisor | Telephone Wage/Salary |
| _____              | _____                 |
| Reason for Leaving |                       |

**NOTE: Use a separate sheet to list additional employers, if necessary. RCSE will contact all of the employers listed on this application unless you specifically exclude them below. Please list any employers you do not want us to contact and your reason for the exclusion:**

\_\_\_\_\_  
(Employers Name) Reason

\_\_\_\_\_  
(Employers Name) Reason

**IV. References** *Please do not include relatives or former employers already listed*

|    |                     |                       |
|----|---------------------|-----------------------|
| 1. | _____<br>Name       | _____<br>Years Known  |
|    | _____<br>Address    | _____<br>Telephone    |
|    | _____<br>Occupation | _____<br>Relationship |
| 2. | _____<br>Name       | _____<br>Years Known  |
|    | _____<br>Address    | _____<br>Telephone    |
|    | _____<br>Occupation | _____<br>Relationship |
| 3. | _____<br>Name       | _____<br>Years Known  |
|    | _____<br>Address    | _____<br>Telephone    |
|    | _____<br>Occupation | _____<br>Relationship |

**V. Work Availability**

1. If your application receives favorable consideration, when will you be available to begin working?  
\_\_\_\_\_ Comments \_\_\_\_\_

2. Do you have any objection to working overtime? ( ) Yes ( ) No \_\_\_\_\_

3. Can you work overtime without prior notice? ( ) Yes ( ) No \_\_\_\_\_

4. Can you work on Saturday? ( ) Yes ( ) No \_\_\_\_\_

5. Can you work on Sunday? ( ) Yes ( ) No \_\_\_\_\_

6. Can you travel if required by this position? ( ) Yes ( ) No \_\_\_\_\_

7. Any physical limitations, lifting, loading? ( ) Yes ( ) No \_\_\_\_\_

8. Clean driving record/valid driver license? ( ) Yes ( ) No \_\_\_\_\_

**VI. Salary/Hourly Rate Requirements**

If your application receives favorable consideration, what income range would you require?

Minimum Maximum  
\$ \_\_\_\_\_ \$ \_\_\_\_\_ Per \_\_\_\_\_ (wk, mo, yr)

## VII. Citizen Confirmation:

We are required by law to ask you to confirm your citizenship. Please provide a copy of your drivers license and social security card or green card. I will provide RCSE with the information requested by:

FAX       US MAIL       In my next interview

## VIII. Other Background:

Have you ever been bonded?  Yes  No

Comments \_\_\_\_\_

Were you ever refused bonding?  Yes  No

Comments \_\_\_\_\_

Have you ever been convicted of a crime?  Yes  No

Comments \_\_\_\_\_

Do you have any problems with drugs or alcohol?  Yes  No

Comments \_\_\_\_\_

Would you be willing to take a random drug test?  Yes  No

Comments \_\_\_\_\_

## IX. Please read and sign the following:

### Applicant's Statement & Agreement

In the event of my employment to a position with RCSE, I will comply with all rules and regulations of this RCSE. I understand that RCSE reserves the right to require me to submit to a test for the presence of drugs in my system prior to employment, to the extent permitted by law. I also understand that any offer of employment may be contingent upon the passing of a physical examination and a test for the presence of alcohol in my system, performed by a doctor selected by RCSE. Further, I understand that at any time after I am hired, RCSE may require me to submit to a physical examination and an alcohol test, to the extent permitted by law. I consent to the disclosure of the results of any physical examination and related tests to RCSE should I decline to sign this consent or decline to take any of the above tests, my application for employment may be rejected or my employment may be terminated. I understand that bonding may be a condition of hire. If it is, I will be so advised either before or after hiring, and a bond application will have to be completed.

I understand that RCSE may investigate my driving record and my criminal record. I understand that I have the right to make a written inquiry with a reasonable period of time to receive additional detailed information about the nature and scope of this investigation. I further understand that RCSE may contact my previous employers and I authorize the employers to disclose to RCSE all records and information pertinent to my employment with them. In addition to authorizing the release of any information regarding my employment, I hereby fully waive any right or claims I have or may have against my former employers, their agents, employees and representatives as well as other individuals who release any of such information by any person or party, whether such information is favorable or unfavorable to me. I authorize the persons named herein as personal references to provide RCSE with any pertinent information they may have regarding myself.

I hereby state that all the information that I provided on this application or any other documents filled out in connection with my employment, and in any interview is true and correct. I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that if I am employed and any such information is later found to be false or incomplete in any respect, I may be dismissed. I understand if selected for hire, it will be necessary for me to provide satisfactory evidence of my legal identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard.

If hired, I agree as follows: My employment and compensation is terminable at-will, is for no definite period, and my employment and compensation may be terminated by RCSE (employer) at any time and for any reason whatsoever, with or without good cause at the option of either RCSE or myself. No implied, oral, written agreements contrary to the express language of this agreement are valid unless they are in writing and signed by the President of RCSE has any authority to make any agreements contrary to the foregoing, This agreement is the entire agreement between RCSE and the employee regarding the rights of RCSE or employee to terminate employment with or without cause, and this agreement takes the place of all prior contemporaneous agreement representations, and understandings of the employee and RCSE.

If you have any questions regarding this statement, please ask a RCSE representative before signing. I hereby acknowledge that I have read the above statements and understand the same.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT AND AGREEMENT.

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

\_\_\_\_\_  
Date

RC Special Events

Phone: (970) 224-4774

Fax: (970) 224-9367