



**Southland Roller Rink INC.**  
**DBA Southland Skate Center**  
 6611 Bluff Road  
 Indianapolis, IN 46217

Phone: (317) 783 – 3660 Fax: (317) 784 – 2373

# Employment Application

## Personal Information

Name (Last, First, MI) Age if under 18

Street address

City, State, Zip

Home phone number

Cellular phone number

Facsimile number

E-mail address

Social security number

Driver's license number/state/expiration

Last Name, First Initial:

## Employment Desired

Please circle all that apply: Snack Bar   Skate Room   Skate Guard   Ticket Window

Security   Maintenance   Office / Secretarial   Disk Jockey / Programmer

How did you hear about this position?

Date available for work

Desired hours (full time, part time, etc.)

## Education

	Name and Address of School	Course of Study	Total Years of Study	Degree/ Diploma
High School				
Undergraduate College				
Graduate/ Professional				

Today's Date:

List any seminars, classes or other education not listed above which may help qualify you for this position:

.....

.....

## Employment History (if this is your first job please initial here \_\_\_\_\_)

List below all present and past employers over the past ten years, starting with your **most recent** employer. Account for all periods of unemployment. You must complete this section even if attaching a resume. May we contact your current employer?  YES  NO

1.	Employer (current <input type="checkbox"/> Yes <input type="checkbox"/> No)	Start Date	End Date	<b>Essential job functions</b>
	Address			
	City, State, Zip	Starting Salary	Ending Salary	2.
	Phone number			3.
	Fax number	Supervisor(s)		4.
	Job position(s)	E-mail address of supervisor		
<b>Reason(s) for leaving</b>				
<b>What value did you add to this company or its customers?</b>				
.....				
2.	Employer	Start Date	End Date	<b>Essential job functions</b>
	Address			
	City, State, Zip	Starting Salary	Ending Salary	2.
	Phone number			3.
	Fax number	Supervisor(s)		4.
	Job position(s)	E-mail address of supervisor		
<b>Reason(s) for leaving</b>				
<b>What value did you add to this company or its customers?</b>				
.....				

**Employment History**

List below all present and past employers over the past ten years, starting with your **most recent** employer. Account for all periods of unemployment. You must complete this section even if attaching a resume. May we contact your current employer?  YES  NO

3.	Employer	Start Date	End Date	<b>Essential job functions</b>
	Address			
	City, State, Zip	Starting Salary	Ending Salary	2.
	Phone number			3.
	Fax number	Supervisor(s)		4.
	Job position(s)	E-mail address of supervisor		
<b>Reason(s) for leaving</b>				
<b>What value did you add to this company or its customers?</b>				
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4.	Employer	Start Date	End Date	<b>Essential job functions</b>
	Address			
	City, State, Zip	Starting Salary	Ending Salary	2.
	Phone number			3.
	Fax number	Supervisor(s)		4.
	Job position(s)	E-mail address of supervisor		
<b>Reason(s) for leaving</b>				
<b>What value did you add to this company or its customers?</b>				
.....				

## Additional Information

Please write about any rewards, awards, extra curricular activities, community service or volunteer functions you have or do participate in.

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List any languages other than English that you can speak, read or write that could be of benefit to the position applied for:

	Fluent	Good	Fair
Speak			
Read			
Write			

Identify what qualities or characteristics make you a great potential staff person

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.....

.....

Identify any special skills or trades that would benefit our company:

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.....

.....

What is Customer Service and why is it important?

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.....

.....

Describe what you believe what you could do to improve our customer service?

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.....

Do you have reliable transportation to get to and from work?

Yes  No

Are you available for 2 ½ - 4 ½ hour shifts?

Yes  No

If you are under 18 years of age, can you provide school work permit?

Yes  No

Are you able to work weekends?

Yes  No

Are you able to work holidays or holiday weekends?

Yes  No

Have you ever worked in another skating rink or any other type of entertainment business?

Yes  No

if so please list:

Can You Skate?

Yes  No

Please note you do not have to skate to be considered for hire

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*References*

List below three persons not related to you who have knowledge of your work performance within the last 5 years

Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted

Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted

Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted

*How would you rate yourself? (1 weak, 2 need improvement, 3 satisfactory, 4 strength, 5 superstar)*

Put the number you think matches yourself appropriately

\_\_\_\_\_ Hospitality: Your natural friendliness and customer service

\_\_\_\_\_ Energy Level: Your enthusiasm, self motivation and sense of urgency

\_\_\_\_\_ Reliability: Your dependability, attendance, self-discipline and dedication

\_\_\_\_\_ Communication Skills: Your ability to listen well and express yourself

\_\_\_\_\_ Personal Pride: Your appearance, hygiene and achievement

\_\_\_\_\_ Teamwork: The ability to work with others in a team environment

\_\_\_\_\_ Adaptation / Knowledge: Your ability to adapt, learn, & retain new things quickly

**Current Availability**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Please read each statement closely and initial each acknowledging your understanding

**Equal Employment Opportunity Statement**

\_\_\_\_\_ This company is committed to the principles of equal employment opportunity and is committed to make employment decisions based on merit. We are committed to complying with all Federal, State and local laws providing for equal employment opportunities, as well as all laws related to terms and conditions of employment. The Company desires to maintain a work environment that is free of sexual harassment and discrimination due to race, religion, color, national origin, physical or mental disability, age or any other status protected by Federal, State or local laws. The Company will make reasonable efforts to accommodate those physical or mental limitations of an otherwise qualified employee unless undue hardship would result for the company.

**Discrimination and Sexual Harassment Policy Statement**

\_\_\_\_\_ This Company will not tolerate any form of unlawful discrimination, including sexual harassment. Any employee who engages in unlawful discrimination or sexual harassment will be subject to appropriate discipline, up to and including termination. Prohibited sexual harassment is defined as follows: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made whether explicitly or implicitly a term or condition of an individual's employment; (2) Submission to or action of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

**Disclosure to Applicants Concerning Drug/Alcohol Testing**

\_\_\_\_\_ If you are offered a position with the Company, you may be given a drug/alcohol test as a condition of employment. Your refusal to timely submit to a drug/alcohol test or your failure to pass such a test means you will not be employed by this company. Neither the collector of specimens nor the medical professional who reviews the test results will be a company employee. The test results will be kept confidential. The individual undergoing testing will not be directly observed while providing the specimen unless there are reasonable grounds to believe the individual may alter or substitute the specimen. Negative test results are required as a condition of employment.

**Disclosure to Applicants Concerning Criminal Background Check**

\_\_\_\_\_ In consideration of employment, you are hereby notified that a criminal background check may be done. In the event that information from these reports are utilized in whole, or in part in making an adverse decision with regard to your potential employment, we will provide you with a copy of the report upon request in writing, within five (5) days of such written notification.

I HAVE READ AND UNDERSTAND THE ABOVE POLICY STATEMENTS AND AGREE TO BE BOUND BY THEM IF EMPLOYED BY THE COMPANY.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(parent signature if applicant is 17 & younger)

\_\_\_\_\_  
Date

**Prospective Employee: Complete and sign the top section only.**  
**Employee reference: Please complete the following information and return by FAX 870-245-3801**

## EMPLOYEE REFERENCE REQUEST

<i>RELEASE</i>	
I, _____ (employee), hereby authorize _____ (former employer) to release any and all references and records related to my past employment and work history to _____ Crystal Palace Skate Center _____ (prospective employer). I release and discharge both my former and prospective employers from any and all claims or actions related to this Employee Reference Request and any related exchange of records or other communications concerning my past employment.	
Signature	Date
Printed Name (Last, First, MI)	Social Security Number

*Please answer the following questions as thoroughly as possible regarding the above named individual and their employment with your company. Thank you for your assistance.*

Start Date	End Date	Final Position/Title
Final Salary	Time in Final Pay Grade	Your Relationship to Employee
Position Summary:		
Essential Job Functions:		
Reason for Leaving:		
Is this Individual Eligible for Rehire? <input type="checkbox"/> Yes <input type="checkbox"/> No      If no, please explain:		
Please Describe this Individual's Most Valuable Attributes:		
What Is Your Opinion of this Individual's Ability to Add Value to Our Company?		
Signature:		Date:
Printed Name:		Title:

**Prospective Employee: Complete and sign the top section only.**  
**Employee reference: Please complete the following information and return by FAX 870-245-3801**

## EMPLOYEE REFERENCE REQUEST

### RELEASE

I, \_\_\_\_\_ (employee), hereby authorize \_\_\_\_\_ (former employer) to release any and all references and records related to my past employment and work history to \_\_\_\_\_ Crystal Palace Skate Center \_\_\_\_\_ (prospective employer). I release and discharge both my former and prospective employers from any and all claims or actions related to this Employee Reference Request and any related exchange of records or other communications concerning my past employment.

Signature	Date
Printed Name (Last, First, MI)	Social Security Number

*Please answer the following questions as thoroughly as possible regarding the above named individual and their employment with your company. Thank you for your assistance.*

Start Date	End Date	Final Position/Title
Final Salary	Time in Final Pay Grade	Your Relationship to Employee

Position Summary:

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Essential Job Functions:

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Reason for Leaving:

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Is this Individual Eligible for Rehire?  Yes  No      If no, please explain:

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Please Describe this Individual's Most Valuable Attributes:

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What Is Your Opinion of this Individual's Ability to Add Value to Our Company?

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Signature:	Date:
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Printed Name:	Title:
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