

## Employment Application

APPLICANT INFORMATION					
Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Primary Phone			E-mail Address		
Position Applied					Available Start Date
Desired Salary					
Are you a citizen of the United States?	YES	NO	If no, are you authorized to work in the U . S . ? <small>(All New Hires will be required to provide proof of eligibility to work in the U.S.)</small>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?	YES	NO	If so, when?		
Have you ever been convicted of a felony?	YES	NO	If yes, explain		
Do you have any friends and/or relatives who work for Houston First?	YES	NO	If yes, what are their names?		

CURRENT EMPLOYER					
Company			Phone		
Address			Supervisor		
Job Title	Starting Salary		Ending Salary		
Responsibilities					
From	To	Reason for Leaving			
May we contact your current supervisor for a reference?			YES	NO	

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 <input type="checkbox"/>	NO <input type="checkbox"/>
<b>Company</b>		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 <input type="checkbox"/>	NO <input type="checkbox"/>
<b>Company</b>		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 <input type="checkbox"/>	NO <input type="checkbox"/>

<b>EDUCATION</b>						
High School				Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
College				Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
Other				Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	

**REFERENCES***Please list three professional references.*

Full Name		Relationship
Company		Phone
Address		
Full Name		Relationship
Company		Phone
Address		
Full Name		Relationship
Company		Phone
Address		

**SKILLS AND CERTIFICATIONS***Please list any relevant skills, certifications or trainings related to the position for which you are applying.*

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**MILITARY SERVICE**

Branch		From	To
Rank at Discharge			
Duties Performed			

**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 termination.

<b>Signature</b>	<b>Date</b>
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# EEO Candidate Voluntary Self-Identification

## Convention and Cultural Services, Inc.

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Convention and Cultural Service, Inc. believes that all persons are entitled to equal employment opportunities and we do not discriminate against our employees, applicants, or job seekers because of race, color, gender, religion, sex, national origin, disability, pregnancy, sexual orientation or preference, veteran status, age, marital status, or any other protected group status as defined by the laws. In order to comply with the laws, we invite you to voluntarily self-identify your race/ethnicity, gender, and veteran status. Please complete the information below, which includes the option to choose not to self-identify, and return as instructed as soon as possible.

This information will be kept confidential and separate from the application for employment. Your submission of this information is entirely voluntary and refusal to provide it will not influence our screening or hiring decisions.

<b>Name:</b> _____	<b>Date:</b> _____		
<b>Position Applied For:</b> _____			
<b>Referral Source:</b> <input type="checkbox"/> Internal (Current Employee)	<input type="checkbox"/> Website	<input type="checkbox"/> Friend	<input type="checkbox"/> Relative
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Other: _____ (please specify)		

I do not wish to complete the information requested below.

<b>Sex:</b>	<input type="checkbox"/> Female	<input type="checkbox"/> Male	
<b>Race/Ethnicity:</b>	<input type="checkbox"/> Hispanic/Latino	<input type="checkbox"/> Black/African American	<input type="checkbox"/> White
	<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Asian	
	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> Two or More Races (Not Hispanic or Latino)	

### Race/Ethnic Definitions:

- *Hispanic/Latino:* A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- *Black/African American (not Hispanic or Latino):* A person having origins in any of the black racial groups of Africa.
- *White (not Hispanic or Latino):* A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- *American Indian/Alaskan Native (not Hispanic or Latino):* A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.
- *Asian (not Hispanic or Latino):* A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- *Native Hawaiian or Other Pacific Islander (not Hispanic or Latino):* A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- *Two or More Races (not Hispanic or Latino):* A person who identifies with two or more race categories named above.

## Veteran Status Pre-Offer Solicitation

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

- (1) Disabled veterans
- (2) Recently separated veterans
- (3) Active duty wartime or campaign badge veterans
- (4) Armed Forces service medal veterans

These classifications are defined as follows:

- *A disabled veteran* is one of the following:
  - A veteran of the U.S. military, ground, naval, or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the secretary of Veterans Affairs
  - A person who was discharged or released from active duty because of a service-connected disability
- *A recently separated veteran* is any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service
- *An active duty wartime or campaign badge veteran* is a veteran who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the U.S. Department of Defense
- *An Armed Forces service medal veteran* is a veteran who, while serving on active duty in the U.S. military, ground, naval, or air service, participated in a U.S. military operation for which an Armed Forces service medal was awarded pursuant to [Executive Order 12985](#).

Protected veterans may have additional rights under the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service, toll-free, at **1-866-4-USA-DOL**.

If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below.

- I identify as one or more of the classifications of protected veterans listed above
- I am not a protected veteran
- I decline to disclose my veteran status