



## EDUCATION AND TRAINING

| Type of School          | Name and Location of School | Type of Degree Earned | Field of Study |
|-------------------------|-----------------------------|-----------------------|----------------|
| High or Trade School    |                             |                       |                |
| Business or Tech School |                             |                       |                |
| College (s)             |                             |                       |                |

List all office equipment and computer software that you operate proficiently.

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List any other training, skills, aptitudes, and qualification that you feel are relevant to the type of employment you are seeking at the YCCVB.

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## REFERENCES

Give name, address, and telephone number of three references that are not related to you and are not previous employers; preferably, people who have observed your work or leadership roles.

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

## MILITARY

Were you in U.S. Military Forces? ` Yes ` No If yes, dates: From \_\_\_\_\_ To \_\_\_\_\_

Briefly describe duties. \_\_\_\_\_

## EMPLOYMENT EXPERIENCE

Start with your present or last employer.

**1. Present or last employer** \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number (s) \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_ Bonus? ` No ` Yes, Explain, \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Duties \_\_\_\_\_

Reason for leaving or wanting to leave \_\_\_\_\_

**2. Employer** \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number (s) \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_ Bonus? ` No ` Yes, Explain, \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Duties \_\_\_\_\_

Reason for leaving or wanting to leave \_\_\_\_\_

**3. Employer** \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number (s) \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_ Bonus? ` No ` Yes, Explain, \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Duties \_\_\_\_\_

Reason for leaving or wanting to leave \_\_\_\_\_

## APPLICANT'S STATEMENT

**PLEASE READ VERY CAREFULLY BEFORE SIGNING BELOW.**

**I UNDERSTAND AND VOLUNTARILY AGREE THAT:**

The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed, cause for termination from the York County Convention & Visitors Bureau.

Any offer of employment I may receive from the York County Convention & Visitors Bureau is contingent upon my successful completion of the Organization's total pre-employment screening process, including the Organization receiving references that it considers satisfactory.

I understand that as a condition of employment, I may be required to undergo and successfully pass a screening for alcohol and/or drugs at the discretion the York County Convention & Visitors Bureau.

I authorize and request that all of my present and former employers and those individuals I have listed as personal references furnish information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications for employment hereby releasing them and the York County Convention & Visitors Bureau from any and all liability for damages arising from furnishing the requested information.

In consideration of my employment, I agree to comply with the policies, rules, regulations, and procedures of the Organization and understand that my employment and compensation can be terminated with or without cause or notice, at any time, at the option of either the Organization or myself. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, at any time by the Organization. I further understand that no manager or representative of the company, other than the President, has any authority to enter into any agreement with me for employment for any specified period of time or to make any agreement different from the foregoing. I also understand that any such agreement, if made, shall not be enforceable unless it is in writing and signed by the President and me.

**I fully understand and accept all terms and conditions in the above statement.**

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**APPLICANT'S SIGNATURE**

**DATE**