

Greater Burlington Area Sports Facilities

An equal opportunity employer
610 N 4th St. #200 Burlington, IA 52601

Application for Employment

Please read this page before completing application.

The application form and supporting information must be completed before you are officially considered an applicant for a position.

In addition to this application, a letter of application, résumé, and transcripts must be submitted. Copies of transcripts are acceptable during the application process, but official transcripts (at your own expense) will be required if you are hired. If application questions are requested, please complete them and return with the application.

Be as complete and accurate as possible in filling out this form. Incomplete information may cause delay or inability to process your application. If you would like to provide more information than there is space available, attach a separate sheet. Please fill out the application completely even though you have attached a résumé.

Greater Burlington Area Sports Facilities

Greater Burlington Partnership
600 N 4th Street, Suite 200
Burlington, IA 52601

Web Page: www.GreaterBurlingtonSports.com

Email: info@greaterburlingtonsports.com

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An equal opportunity employer
610 N 4th St. #200 Burlington, IA 52601

Application for Employment

Position applying for: _____

Name: _____

Last

First

Middle

Address: _____

Street

City

State

Zip

Home Telephone: (____) _____ Business Telephone: (____) _____

Cell Phone: (____) _____ Email Address: _____

Are you legally authorized to work in the United States? Yes No

As required by Federal law, Greater Burlington Area Sports Facilities will employ only United States Citizens and aliens authorized to work in the United States. All new employees will be required to complete an "Employment Eligibility Verification" (Form I-9) and produce requested documentation after employees.

EDUCATION

High School Diploma or equivalent: Yes No

Name and Location of Colleges/Universities Attended (List most recent first)	List Degree/Diploma Awarded	Major/Minor

Certifications/Licensures: List any special certifications by professional governing bodies, or governmental agencies that are related to your application area: _____

DATE RECEIVED:

FOR OFFICE USE ONLY:

Application packet complete: Yes No

Missing information: _____

Meets minimum qualifications: Yes No

EMPLOYMENT HISTORY

CURRENT EMPLOYMENT

Company Name _____

Job Title _____

Address _____

Employed (Month and Year) · FT or PT (please circle)

From: _____ To: _____

Reason for Leaving _____

If PT, Average Hours Worked per Week _____

Supervisor _____

Phone: _____

PAST EMPLOYMENT BEGINNING WITH YOUR MOST RECENT

Company Name _____

Job Title _____

Address _____

Employed (Month and Year) · FT or PT (please circle)

From: _____ To: _____

Reason for Leaving _____

If PT, Average Hours Worked per Week _____

Supervisor _____

Phone: _____

Company Name _____

Job Title _____

Address _____

Employed (Month and Year) · FT or PT (please circle)

From: _____ To: _____

Reason for Leaving _____

If PT, Average Hours Worked per Week _____

Supervisor _____

Phone: _____

Company Name _____

Job Title _____

Address _____

Employed (Month and Year) · FT or PT (please circle)

From: _____ To: _____

Reason for Leaving _____

If PT, Average Hours Worked per Week _____

Supervisor _____

Phone: _____

Company Name _____

Job Title _____

Address _____

Employed (Month and Year) · FT or PT (please circle)

From: _____ To: _____

Reason for Leaving _____

If PT, Average Hours Worked per Week _____

Supervisor _____

Phone: _____

Do you know of any reason why you would not be able to perform all the responsibilities of the position for which you are applying?

Yes No

If "Yes", explain on a separate sheet of paper.

PROFESSIONAL REFERENCES

List persons to answer questions concerning past employment and/or educational experience; include your most recent/current supervisor(s).

Name	Title	Organization		
Address	City	State	Zip	Phone

Name	Title	Organization		
Address	City	State	Zip	Phone

Name	Title	Organization		
Address	City	State	Zip	Phone

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that falsified statements on this application shall be grounds for not employing me or, if employed, shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning academic history, previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

I understand and agree that, if hired and depending upon the position I am hired for, my employment may be terminable at will, regardless of the date of payment of my wages and salary, by either party at any time. I also understand that an offer of employment is conditioned upon the completion of a satisfactory background check which may include, but is not limited to the following: criminal, child abuse and sexual offender registry, and a department of transportation (DOT) driving record. I also understand that if a conditional offer of employment is forwarded by Greater Burlington Area Sports Facilities (GBASF), I must sign a waiver and release form which gives Greater Burlington Area Sports Facilities to conduct: 1) Release of Criminal History Records Check, 2) Release for Child Abuse and Sexual Offender Registry, 3) a Driver's Record Check, 4) a Social Security Number trace, 5) education verification and 5) background information.

Signature: _____

Date: _____

In compliance with the state of Iowa's Smoke Free Air Act and Board of Directors directive, as of August 15, 2018, the use of tobacco products, which includes smokeless and smoking tobacco, is prohibited in all areas within GBASF buildings, grounds, vehicles and all private vehicles parked on sports facilities property. For more information contact: the President of the Board of Directors or the Iowa Department of Public Health at 1-888-944-2247 or visit www.IowaSmokefreeAir.gov

It is the policy of Greater Burlington Area Sports Facilities to select, develop, and promote employees and student-athletes based on individual ability and performance. It has been, and shall continue to be, the policy of GBASF not to discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, or age in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

Individuals having questions or complaints related to compliance with this policy should contact the President of the GBASF Board of Directors, 610 N 4th Street, Suite 200 Burlington, IA 52601 or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312/730-1560, fax 312/730-1576.