



NAVY PIER, INC.

Application For Employment

Navy Pier, Inc. (NPI) considers applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability or any other legally protected status.

Your application will only be considered if there is a currently posted job.

Posted Position applied for: _____

How did you become interested in NPI? Employment Agency Advertisement Other

Referred by employee (Name): _____

PERSONAL DATA

(Please Print)

Last Name _____ First _____ Middle Initial _____

Have you ever used another name and if so please provide _____

Current Address _____

City _____ State _____ Zip Code _____

Preferred Phone: _____ Email: _____

Have you filed an application with NPI before? Yes No Date _____

Have you ever been employed by NPI? Yes No Date _____

If yes, position held, department: _____

Are you under 18 years of age? Yes No

Do you have a relative or friends who work for NPI? Yes No

If yes, please provide name(s) and relationship(s): _____

Check appropriate box for type of employment: Full-time Part-time Temporary/Seasonal

Shift Availability: Days Evenings Nights

If applying for part-time work, what hours are you available? _____

Please provide any additional information about yourself that will aid in evaluating this application in the space provided below or as an attachment.

GENERAL INFORMATION

1. Have you ever been convicted of a felony or misdemeanor charge? (Applicants seeking employment are not obligated to disclose any arrest or conviction record(s) that have been expunged or sealed or any expunged juvenile record(s)). Yes No

If yes, what State _____ Please explain: _____

2. If hired, can you provide identification such as a U.S. Passport, Driver's License, Photo I.D., Birth Certificate, Social Security Card, Certificate of U.S. Citizenship or verification of your legal right to work in the United States? Yes No

3. Have you ever been dismissed or asked to resign from any employment? Yes No

If yes, please explain _____

Answer below only if applying for a job which requires you to operate a motor vehicle.

4. Do you have a valid U.S. Driver's License? Yes No State: _____

Type: Chauffeur's Drivers CDL

Has it ever been suspended or revoked? Yes No If yes, explain: _____

How many vehicle accidents have you had in the past 5 years? _____

EMPLOYMENT HISTORY

Please list your three most recent employers starting with current or most recent position. Please circle the number of any employer whom you do not want contacted at this time.

1. Employer

Address (Street, City, State & Zip) _____

Dates Employed (Month/Year) From _____ to _____

Position _____ Starting Salary _____ Final Salary _____

Name, Title and Phone Number of Immediate Supervisor _____

Description of Duties _____

Reason for Leaving _____

2. Employer

Address (Street, City, State & Zip)

Dates Employed (Month/Year) From _____ to _____

Position _____ Starting Salary _____ Final Salary _____

Name, Title and Phone Number of Immediate Supervisor

Description of Duties

Reason for Leaving

3. Employer

Address (Street, City, State & Zip)

Dates Employed (Month/Year) From _____ to _____

Position _____ Starting Salary _____ Final Salary _____

Name, Title and Phone Number of Immediate Supervisor

Description of Duties

Reason for Leaving

EDUCATION HISTORY

School	Name & Location	Graduated (Yes/No)	Type of Degree or Diploma
H.S.			
College			
College			
Graduate			

Special Training/Skills/Qualifications: List all job related training or skills you possess and machines or office equipment you can use such as calculators, printing or graphics equipment, computer equipment, programming languages, and types of software and hardware. _____

PROFESSIONAL REFERENCES

(Do not include relatives)

1. Name _____ Address _____ City _____ State _____
Title _____ Company Name _____
Relationship _____ Telephone (Work) _____ (Home) _____

2. Name _____ Address _____ City _____ State _____
Title _____ Company Name _____
Relationship _____ Telephone (Work) _____ (Home) _____

3. Name _____ Address _____ City _____ State _____
Title _____ Company Name _____
Relationship _____ Telephone (Work) _____ (Home) _____

4. Name _____ Address _____ City _____ State _____
Title _____ Company Name _____
Relationship _____ Telephone (Work) _____ (Home) _____

APPLICANT'S CERTIFICATION

Each application requires current date and original signature

I certify that the information given is true and complete. I understand that any falsification, misrepresentation or omission of information will be sufficient grounds for denial of employment and, if hired, dismissal.

I authorize NPI to investigate all statements contained in this application as may be necessary in arriving at an employment decision. I further authorize the listed employers, schools and personal references to give NPI (without further notice to me) information about my previous employment or education.

I waive and release my current and former employers from any liability that may result from providing information to NPI and waive and release NPI from any liability for any action taken due to information provided by any current or former employer, and agree not to file a claim for any damages that may result from furnishing or using such information.

In the event of employment, I understand that I am required to abide by all rules and regulations of NPI and that I have the right, as does NPI, to terminate the employment relationship at any time for any reason, with or without prior notice.

Signature of Applicant _____ Date _____

VOLUNTARY SUPPLEMENT TO THE EMPLOYMENT APPLICATION

Navy Pier, Inc. is an Equal Opportunity Employer. To assist in the accomplishment of Affirmative Action goals, we invite you to complete the following information. This information is being collected for statistical purposes only. Completion of this form is voluntary.

Position Applied For: _____ Date: _____

Please indicate the following:

- Female Male
- White not of Hispanic Origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.
- Black not of Hispanic Origin. A person having origins in any of the black racial groups of Africa.
- American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community.
- Asian or Pacific Islander. A person having origins in any of the original people of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.
- Spanish or Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish Culture or origin, regardless of race.

APPLICATION ASSISTANCE

If you are an individual with a disability and are in need of a reasonable accommodation to participate in the application process, please contact the Human Resources Department to schedule an appointment. Our Human Resources Offices are located at:

Human Resources Department - Navy Pier
600 East Grand Avenue, 2nd Floor
Chicago, IL 60611
Phone: (312) 595-5102 or (312) 595-5110

You may be asked to provide documentation in support of your request.