



# Steven Tanger Center

## FOR THE PERFORMING ARTS

### EMPLOYMENT APPLICATION FOR EVENT STAFF

Email: [coliseum.employment@greensboro-nc.gov](mailto:coliseum.employment@greensboro-nc.gov)

Office: (336) 373-7400 Fax: (336) 373-2170

Internet: [www.tangercenter.com](http://www.tangercenter.com) or <https://www.governmentjobs.com/careers/greensboronc>

Address: 1921 W Gate City Blvd Greensboro, NC, 27403

It is the policy of the City of Greensboro to hire and promote the best qualified individual(s) available. To this end, no person shall be refused, denied promotion or assignment, discharged or otherwise discriminated against or given preference in any aspect of the employment relationship on the basis of race, gender, religion, age, political affiliation, national origin, sexual orientation, physical or mental disability, genetic information, or any other non-job related factor, except when certain physical and mental requirements are bona-fide occupational qualifications. (City Personnel Policy 1-1). The City of Greensboro is an E-Verify employer.

#### General Employment Information

State law prohibits local governments from employing any males ages 18 years through 25 years who have not complied with Selective Service regulations.

Steven Tanger Center for the Performing Arts/City of Greensboro policy requires that as a condition of employment, persons selected for employment:

- Show proof of eligibility to work in the United States
- High School Diploma or GED required
- Must be at least 18 years of age.

#### Application Guidelines

- Applications are accepted for vacant positions ONLY.
- Applications can be obtained at the Steven Tanger Center for the Performing Arts or at the City's web site address: <https://www.governmentjobs.com/careers/greensboronc>
- Applications must be completed in full including applicant's signature (Note: if E-mailed, signature will be secured if called for an interview). Resumes may be included but are not accepted in lieu of applications.
- Applications are accepted Monday – Friday, 8:30 AM – 5:30 PM, except holidays or via email at [coliseum.employment@greensboro-nc.gov](mailto:coliseum.employment@greensboro-nc.gov)

#### The Equal Employment Opportunity (EEO) Questionnaire

- The form is included in the application for EEO data collection and statistical reporting ONLY
- Completing the form is voluntary and is NOT a requirement for employment

Prepared 1/14/19

	<b>EMPLOYMENT APPLICATION</b> Email Application Form to: <a href="mailto:coliseum.employment@greensboro-nc.gov">coliseum.employment@greensboro-nc.gov</a>		Application Date (mm-dd-yy)		- -	
			Position Title			
It is the policy of the City of Greensboro to hire and promote the best-qualified individual(s) available. To this end, no person shall be refused employment, denied promotion or assignment, discharged or otherwise discriminated against or given preference in any aspect of the employment relationship on the basis of race, gender, religion, age, political affiliation, national origin, sexual orientation, physical or mental disability, genetic information, or any other non-job related factor, except when certain physical and mental requirements are bona-fide occupational qualifications. (City Personnel Policy I-1). The City of Greensboro is an E-Verify employer. Federal law requires all employers to verify the identity and employment of all persons hired to work in the United States.						
<b>PLEASE COMPLETE ALL PARTS OF THE APPLICATION</b>						
Last Name		First Name		Initial		
				Day Phone		Evening Phone
				- -		- -
Mailing Address		Street		City		State Zip
<b>Immigration Reform &amp; Control Act</b> After employment, you will be required to submit verification of your legal right to work in the United States. The City of Greensboro employs only United States Citizens or aliens who can provide proof of identity and work authorization within 3 working days of employment.				<b>Driver's License Information</b> Does the position you are applying for require a driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No		
				License #	State Issue	Class or Type
						Expiration Date

Check ALL time periods you are available for work:

☐ 6:00 am – 12:00 noon  
 ☐ 12:00 noon – 6:00 pm  
 ☐ 6:00 pm – 12:00 midnight  
 ☐ 12:00 midnight – 6:00 am

JOB RELATED EDUCATION AND TRAINING								
Name of School	School Address (City & State)	Dates Attended				Type of Degree or Diploma Received	Major Subjects Studied	
		From		To				
High School (Includes GED equivalency)		Mo	Yr	Mo	Yr	(N/A if not complete)		
							General Studies	
Colleges or Universities		Mo	Yr	Mo	Yr	(N/A if not complete)		
Technical, Vocational, or Military Training		Mo	Yr	Mo	Yr	(N/A if not complete)		
Describe job-related skills, knowledge, special training, or licenses you have pertaining to the position. Please identify skills using computer software such as Word, Excel, PowerPoint, Access, or other specialized computer software:								
1. Are you now, or have you ever been, employed by the City of Greensboro? If YES, identify most recent employment dates, job title, department assigned, and/or reason for leaving in the "comments" section below.							Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Do you have any relatives currently employed by the City of Greensboro? If yes, list their name(s), position title, department assigned, and their relationship to you in the "comments" section below							Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Were you ever discharged or forced to resign from employment due to misconduct or unsatisfactory services? If yes, explain in the "comments" section below. Prior discharges or forced resignations will not necessarily disqualify you from employment.							Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. <b>This question is for Males 18 through 25 Only</b> – Federal law requires males age 18 through 25 to register with the Federal government to comply with the Military Selective Service Act. North Carolina GS 143B-421.1 prohibits local governments from employing any males who have not complied with the federal Selective Service Registration regulations. If this requirement pertains to you, have you complied with the Federal law? (check the appropriate box to the right).							Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Comments (for any YES answer from above, give number and explain:</b>								

## EXPERIENCE

Beginning with your current or most recent position, list all time periods of employment, unemployment, or volunteer experience over the past 10 years showing changes in title or promotions separately. Attach additional sheets or resume if needed; however, a **resume will not substitute for the information required in this section.**

Resume/supplements attached: ☐ Yes ☐ No

From		To		Name of Employer	Current or Last Position	Employees Supervised			
Mo	Yr	Mo	Yr						
Prior Employment Status				Address	City	ST	ZIP	Supervisor	Phone
<input type="checkbox"/>	Full Time	<input type="checkbox"/>	Part Time						
Reason for Leaving				Duties:					
From		To		Name of Employer	Current of Last Position	Employees Supervised			
Mo	Yr	Mo	Yr						
Prior Employment Status				Address	City	ST	ZIP	Supervisor	Phone
<input type="checkbox"/>	Full Time	<input type="checkbox"/>	Part Time						
Reason for Leaving				Duties:					

**Remarks:** (Attach Additional Sheets As Necessary)

## APPLICANT CERTIFICATION AND AUTHORIZATION

I certify that all statements made in this application are true, complete and correct to the best of my knowledge and belief, and that any false statements or major omissions shall be considered sufficient cause for employment disqualification or dismissal. I further acknowledge that any or all information provided by me is subject to verification and hereby authorize the City of Greensboro to conduct a personal background investigation of me including any current or prior criminal arrests, convictions, and driving history. By my signature below, I authorize the City of Greensboro to contact my current and/or all former employers, as well as schools or other educational institutions that I may have attended, and obtain any information about my qualifications for employment including current or prior work history, scholastic ratings and records, and any other information they may have regarding me, whether or not it is on their records. I also authorize my current and/or former employers and educational institutions to release any information requested by the City of Greensboro.

**I understand that I am applying for a position that is hourly based and is dependent upon event activity. There is no guarantee of hours on a regular basis. Schedule will be fluctuating.**

**To be selected for an interview for an Event Staff Position, the Steven Tanger Center for the Performing Arts must conduct a criminal background check. This information is strictly used for securing the background information and is not considered as a form of discrimination when making a hiring decision. The City of Greensboro does not discriminate on the basis of age.**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

### For Personnel Use Only:

Interview Date _____	E-Verify ____	Social Security ____	Criminal Background ____
Decision: Hire ____	Not Hire ____	If not, state reason: _____	
Position Assigned _____	Salary Rate _____	Position No. _____	
Start Date: _____	Name of Hiring Official: _____		
Approved by: _____	Date: _____	ID No. _____	



City of Greensboro  
Equal Opportunity Employer Questionnaire

PLEASE COMPLETE THE FORM - IT WILL BE REMOVED PRIOR TO PROCESSING

In order to comply with United States Government Equal Employment Opportunity requirements, all applicants for employment are requested to complete this form. Data collected will be used for statistical reporting purposes and to measure the effectiveness of recruitment efforts and selection procedures. This information is requested on a voluntary basis, will be kept confidential, and is not available to hiring authorities. Refusing to provide the information will not result in any adverse treatment with respect to the employment or selection process.

The City of Greensboro is an equal opportunity employer. In accordance with applicable laws and regulations, the City does not discriminate on the basis of disability or other prohibited criteria. If you believe you have been treated unfairly or discriminated against on the basis of race, color, national origin, sex, age or disability, please contact the Human Resources Department at (336) 373-7400.

It shall be a policy of the City of Greensboro to hire and promote the best qualified individuals available. To this end, no person shall be refused employment, denied promotion or assignment, discharged or otherwise discriminated against or given preference in any aspect of the employment relationship on the basis of race, gender, religion, age, political affiliation, national origin, sexual orientation, physical or mental disability, genetic information, or any other non-job related factor, except when certain physical and mental requirements are Bona-fide Occupational Qualifications (BFOQ).

**DISABLED APPLICANTS:** Steven Tanger Center for The Performing Arts Administrative Office may have resources to assist applicants with the application and/or interview process. If special needs are to be considered, please call (336) 373-7400.

Applying for Position Number:

Effective Date (mm/dd/yy)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Job Title

Applicant Name

Are you age 40 or over?

☐

Yes

☐

No

Are you

☐

Female

☐

Male

Are you a veteran of the United States Armed Forces?

☐

Yes

☐

No

If "Yes" - Branch of Service

Type of Discharge

**Ethnic Origin (Check one)**

- ☐ **White** (not of Hispanic origin): All persons with origins in any of the peoples of Europe, North Africa or the Middle East.
- ☐ **Black** (not of Hispanic origin): All persons with origins in any of the black racial groups of Africa.
- ☐ **Hispanic:** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- ☐ **Asian or Pacific Islander:** All persons with origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes for example, China, India, Japan, Korea and Samoa
- ☐ **American Indian or Alaskan Native:** All persons with origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

To help us ensure our recruitment efforts are targeted to and reaching all segments of our recruitment area and community, please identify how you first learned of this job opening (check only one box).

☐ A Friend or Relative

☐ TTY Line for hearing impaired

☐ A City Employee

☐ Newspaper (name):

☐ Public bulletin board in another city department

☐ TV or Radio (specify channel):

☐ Internet (identify web site):

☐ Other Means (identify):

If you are disabled and would like to request testing accommodation, please describe:

Thank you for making an application for this position and in your decision to select Steven Tanger Center for the Performing Arts with the City of Greensboro as your employer. If you need clarification of information on this form, please contact our Administrative Office at 336-3737400.