

High School		From: _____ To: _____	Yes ____ No ____	
College/University		From: _____ To: _____	Yes ____ No ____	
Technical School		From: _____ To: _____	Yes ____ No ____	

Awards/Scholarships? If Yes, explain: _____

Do you have any other special training, skills, volunteer experience, etc. that we should know about? Yes ____ No ____

If Yes, explain: _____

EMPLOYMENT:

This section must be completed. A resume is not a substitute.

Name of Company:	Type of Business:
Address:	Telephone Number:
	Email Address:
Name and title of Supervisor:	Type of Work: <input type="radio"/> Full Time <input type="radio"/> Part Time <input type="radio"/> Contract <input type="radio"/> Other
Position:	
From (month/Year) _____ To (month/ Year) _____	Reason for Leaving:
Starting Pay Rate:	Ending Pay Rate:
Duties and responsibilities:	

Name of Company:	Type of Business:
Address:	Telephone Number:
	Email Address:
Name and title of Supervisor:	Type of Work: <input type="radio"/> Full Time <input type="radio"/> Part Time <input type="radio"/> Contract <input type="radio"/> Other
Position:	

From (month/Year) _____ To (month/ Year) _____	Reason for Leaving:
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Duties and responsibilities:	

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	Email Address:
Name and title of Supervisor:	Type of Work: <input type="radio"/> Full Time <input type="radio"/> Part Time <input type="radio"/> Contract <input type="radio"/> Other
Position:	
From (month/Year) _____ To (month/ Year) _____	Reason for Leaving:
Starting Pay Rate:	Ending Pay Rate:
Duties and responsibilities:	

Have you ever been terminated or asked to resign from any job? Yes _____ No _____ If Yes, explain: _____

REFERENCES:

Give references who have knowledge of your experience and abilities. **Do not** use any employers or relatives.

Name:	Occupation:	Address:	Telephone Numbers:	Years Known:

ACKNOWLEDGEMENT & UNDERSTANDING:

Please read carefully, initial each paragraph and sign below.

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize the company to thoroughly investigate my references, work record, education and any other matters related to my suitability for employment and, further authorize the references that I have listed to disclose to the company any and all reports and other information related to work records, without giving me prior notice such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, in addition, I understand and agree that if I am employed, my employment is for no definite or determined period and may be terminated at any time, with or without prior notice, at the option or either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

Applicant's Signature

Date

Applicant's Printed Name

Rio Entertainment, Inc.: *Theater Staff*

(Please read, sign and return this description with your completed application)

General Duties: Personnel support the management in the day to day operations of the movie theater. In any shift employees may work in the box office, concession stand, projection booth, usher and/or doorman area. Employees are required to follow instructions, guidance and direction of shift leader and management personnel as they pertain to the policies, handbook, conduct and procedures of the theater.

Tasks/Duties: Employees hired are required to read, understand, sign and follow the Rio Entertainment, Inc. Employee Handbook and Code of Conduct. Additionally, all employees will be required to perform some or all of the following tasks:

Customer Service

- Smile while on duty
- Greet all customers with a pleasant attitude
- Thank every customer that is served
- Answer the telephone in a polite manner
- Assist customers to the fullest extent as possible within the companies policies and procedures
- Refer customer complaints or concerns to the shift leader or theater manager on duty

Scheduled Shift Work

- Show up to work on time as scheduled by the theater manager
- Notify management prior to any tardiness, shift changes, absence
- Request time off at least two (2) weeks in writing on required company form
- Properly clock in and clock out, when coming and leaving shifts, breaks, etc.
- Stay busy at all time when on duty
- Refrain from personal conversations with non-employee friends while on duty
- Prohibit the loitering of friends and family in or around the theater

Uniform Dress Self Cleanliness

- Wash hands prior to each shift and after any activity not related to food preparation
- Wear Rio Entertainment, Inc. required uniform and present a professional appearance
- Maintain an overall personal appearance of cleanliness and neatness
- Meet Rio Entertainment, Inc. dress standards regarding jewelry, clothing requirements, proper safety wear, etc., that will be prescribed at the sole discretion of management

Stock and Inventory Control

- Monitor, count and control inventory
- Rotate and stock concession items to prevent spoilage
- Restock materials and supplies (may involve carrying up to 35 pounds)

- Maintenance a clean and neat stock storage areas

Selling Items

- Sell tickets and concession items to customers
- Be knowledgeable of movie ratings and the laws prohibiting age groups to certain movies
- Be knowledgeable of what items are sold at theater and their prices
- Inform customers of buying options
- Use positive, up selling and suggestive selling techniques
- Present and serve all purchases in an appropriate manner
- Collect money and count correct change for each sale
- Become knowledgeable of company procedures regarding the use of sales terminals
- Accurately control the money in assigned cash drawers
- Accurately control the ticking of customers and customer seating in shows

Cleaning and Sanitation

- Maintain a clean work station at all time
- Prepare and hand food in accordance with company policy and local health regulations
- Obtain a Health Department “Food Handlers Permit” within thirty (30) days of hire required by the Health Department
- Clean any and all parts of the theater as directed by shift leaders and management
- Wash counters, utensils, dishes, windows, equipment, etc.
- Sweep and mop floors of concession and as need in theaters
- Pick up and empty trash
- Care for facility and equipment with high level of consideration for its value at all times

Misc.

- Update theater marquees, posters and menu boards (may require exposure to the elements of weather for brief to intermediate periods of time)
- Know the story lines of all current and upcoming movies
- Perform tasks assigned by shift leaders and management staff
- Present a positive image to all customers and staff while on duty

Acknowledgement:

I, _____(print name), acknowledge and agree that I have read the Theater Staff description of the position for which I am applying. Furthermore, by signing below, I acknowledge my understanding of the job description and attest that I can meet the requirements stated.

Applicant’s Signature

Date