

<h2 style="margin: 0;">COC Internal Application for Current Employees</h2> <p style="margin: 0;">Required for Job/Transfer/Status Change Requests</p>

APPLICATION INSTRUCTIONS:

Complete **both sides** of this form. Return or fax the completed form to the HR Employment Office, with an attached resume*. **Incomplete applications will NOT be accepted and no responses will be returned.** Drug screens and background checks are conducted on all internal applicants.

**Performance appraisals will also be reviewed if the candidate was previously or currently in a full-time status.*

Name:	Daytime Phone:
Home Address:	Email Address:
Present Position: <input type="checkbox"/> PT <input type="checkbox"/> FT	Home Phone:
Department:	Supervisor:
Time in Current Position:	Position Applying For:

EMPLOYEE STATUS (Please check appropriate box.)

- *Good Standing – I have not received any disciplinary write-ups within the last 6 (six) months.**
- *Record Review” – I have received one or more write-ups within the last 6 (six) months.**

Describe: _____

**Employee Files are subject to review as part of the application process.*

DESCRIBE YOUR SKILLS AND EXPERIENCE FOR THIS JOB POSTING / ATTACH RESUME, IF POSSIBLE:

I certify that all of the information I have provided on this application is true and correct.

Employee’s Signature	Date
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Supervisor’s Acknowledgement	Date
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AMERICAN AIRLINES CENTER ◊ 2620 N. HOUSTON ST. ◊ DALLAS, TEXAS 75219
PHONE 214.665.4299 ◊ FAX 214.665.4786

****Applicants not selected for interviews or offers will be contacted by phone or email by HR prior to the announcement of the new hire unless the Internal Application is incomplete or not submitted.***

AUTHORIZATION AND RELEASE FOR BACKGROUND INFORMATION

I, _____
LAST NAME (PLEASE INCLUDE Jr., Sr., II,III, etc.) FIRST NAME MIDDLE NAME

Understand that as a condition of continued employment, Arena Operating Co. ("Company") will use the services of a consumer reporting agency to research and verify the information I provided on my COC Internal Application, including my personal background, character, work history and qualifications. Various sources of information will be used to conduct the research, including but not limited to state and federal agencies, criminal conviction records, DMV records, references from current and former employers, military and education institutions and personal references. Upon completion of its research, the agency will provide the Company with an Investigative Consumer Report ("Report").

I further understand that this Report may include but not be limited to social security number verification, records from previous employers, Workers' Compensation records, education verification, licensing / certification verifications, personal references, credit history, previous addresses, motor vehicle history, military service, and public records related to criminal history and sex offender registries (including convictions, deferred adjudications, probated sentences, outstanding warrants, and other types of charges).

By signing below, I voluntarily authorize and consent to the procurement of the Report at this time and, as may be necessary in the future, for any employment-related purpose. Employment-related purposes include the retention, promotion, and reassignment of qualified personnel. According to the Fair Credit Reporting Act, I will be notified if employment is denied due to information obtained from a consumer-reporting agency. Additionally, I understand that I will be provided with a copy of the Report, a statement of my consumer rights, and the name and address of the agency that provided the Report, should I wish to obtain further information about the Report or to contest its accuracy.

I authorize the release and disclosure of any and all information, as described above, to Company and the agency that conducts the investigative research. I release and hold harmless from all liability any individual, educational institution, or other entity, including Arena Operating Company, its officers, employees and agents, that requests or supplies information with respect to my background check application.

LAW ENFORCEMENT AGENCIES AND OTHER ENTITIES REQUIRE THE FOLLOWING INFORMATION WHEN CHECKING PUBLIC RECORDS FOR POSITIVE IDENTIFICATION PURPOSES. IT IS CONFIDENTIAL AND WILL NOT BE USED FOR ANY OTHER PURPOSES.

Employee Signature

Date

Printed Name

Position Applied For

Social Security Number

Date of Birth

Driver's License Number State

List other last names you have used or gone by (include maiden names): _____

PLEASE PROVIDE ALL RESIDENTIAL ADDRESSES FOR THE PAST 7 YEARS

Current Address:	_____	_____	_____	_____	_____	_____
	<small>Street</small>	<small>Apt.#</small>	<small>City</small>	<small>State</small>	<small>Zip</small>	<small>How long?</small>
Former Address:	_____	_____	_____	_____	_____	_____
	<small>Street</small>	<small>Apt.#</small>	<small>City</small>	<small>State</small>	<small>Zip</small>	<small>How long?</small>
Former Address:	_____	_____	_____	_____	_____	_____
	<small>Street</small>	<small>Apt.#</small>	<small>City</small>	<small>State</small>	<small>Zip</small>	<small>How long?</small>
Former Address:	_____	_____	_____	_____	_____	_____
	<small>Street</small>	<small>Apt.#</small>	<small>City</small>	<small>State</small>	<small>Zip</small>	<small>How long?</small>