



Park Lanes Employment Position Information

Requirements

- Must be 14 years of age to apply for Party Host Positions, 16 years of age to apply for Porter and Front Desk Positions, 18 years of age to apply for Mechanic Positions, and 21 to apply for Snack Bar and Bartender Positions.
- Have reliable transportation.

Schedules

- All schedules include working weekends.
- Schedules are based on customer flow, scheduled tasks, and may change without notice.
- We are open holidays; you must be available to work these times as this is our heavy traffic time.

Job Expectations

- Giving fast, friendly customer service is our #1 priority! This includes helping customer at the Front Desk with bowling related needs, at the Snack Bar and Lounge counters with Food & Beverages, on the lanes with mechanical issues and at the redemption counter with arcade redemption customers.
- Employee can be rewarded for outstanding customer service.
- Clean restrooms, clean floors and entrances. This includes sweeping floors inside and outside facility, cleaning outdoor ashtrays and emptying outdoor trashcans, picking up any trash off of floors, cleaning all tables and counters inside facility and cleaning of all glass surfaces within the center.
- Follow all job duty requirements provided in writing or verbal form. Follow all policies and procedures, and be a respectful and professional team member at all times.

Appearance Expectations

- All employees are required to wear only specified uniforms (Park Lanes black polo shirts or t-shirts with denim or Khaki slacks or shorts.)
- Beards, tongue posts/rings, industrial piercing, dermal implants, no , in visible body parts (except earrings for women) and immoderate hairstyles of questionable taste are not allowed.
- All body art must be covered while at work.

Other Expectations

- Park Lanes is a Drug Free Work Place. Pre-drug screening and random drug tests are performed.
- Park Lanes is a Smoke Free Family Facility and we promote a Smoke Free Work Place. Employees of Legal age may use tobacco products outside the east or west entrance of the building. They must not

Smoke in front of customers and smoking employees will not be paid for smoking breaks. Breaks for smoking opportunities may not be available and can be infrequent.

- Employees must be on time.
- Although there is additional staff to cover employee illnesses, from time to time employees may be required to work over the scheduled shift and may be required to work an extra shift if relief is unavailable.

Hiring Process

Park Lanes is very selective in our hiring and takes steps to make sure there is a good fit between Park Lanes and the potential new team member.

Step 1 - Complete the application and turn it in at Park Lanes. Applications are held for a 45 day cycle. If you have not been called for an open position during that 45 day cycle you will need to reapply to be considered for future job postings at Park Lanes.

Step 2 - If your application meets the requirements of an open position, you will be called for an interview.

Step 3 - Interview with a member of the Management team at Park Lanes to determine if there is a match.

Step 4 - Possible second interviews may take place if additional information is needed or if there are multiple applicants in consideration for an open position.

Step 5 - Proof of Identity and US Citizenship or employment eligibility.

Step 6 - The management team will make a job offer. Before accepting, make sure the job is a right fit for you. Applicants are encouraged to talk to current team members at Park Lanes to find out what the job is like.

Step 7 - Accept position and begin training during probationary period. At the completion of probationary period determine if you desire to be a permanent team member.

Promotions Opportunities

- Promotions are based upon employee's job performance over an extended period of time.
- Promotions are generally internal.

Park Lanes does check all prior employment history and references provided. Please feel free to contact us if you have any questions regarding our hiring procedure.

Park Lanes – 913-248-1110
www.parklaneskc.com



EMPLOYMENT APPLICATION

7701 Renner Rd
Shawnee, KS 66217
913-248-1110

Personal Information

Full Legal Name _____
Street Address _____ Apt. No. _____
City _____ State _____ Zip _____
Telephone No. _____ Cell Phone No. _____

Have you ever applied at Park Lanes before? Yes No
If so, when? _____

Have you ever worked at Park Lanes before?
If so, dates: From: _____ to _____ Position _____ Division _____

Can present employer be contacted? Yes No Do you have reliable transportation? Yes No

For what position are you applying?

☐ Full-time manager ☐ Part-time Manager ☐ Front Desk ☐ Porter ☐ Snack bar ☐ Bartender ☐ Party Host

Desired starting pay \$ _____ per _____ How many hours per week do you want to work? _____

Which are you willing to work:

Days? ☐ Yes ☐ No Evenings? ☐ Yes ☐ No Saturday's? ☐ Yes ☐ No Sunday's? ☐ Yes ☐ No Holidays? ☐ Yes ☐ No

Write in the start time and the stop time, and be sure to include am or pm designations for each. **Example 9am -5pm**

Park Lanes hours of Operation: Mon. 9am-1am, Tues.-Thurs. 9am-11pm, Fri. 9am-12:30am, Sat. 9am-1am & Sun. 10am-10pm

Shifts	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hours
9-5								
5-close								

When could you begin work? _____

Are you at least 14? ☐ Yes ☐ No Are you at least 16? ☐ Yes ☐ No Are you at least 18? ☐ Yes ☐ No Are you over 21? ☐ Yes ☐ No

Were you referred by a Park Lanes employee? If so, by whom? _____

Skills and Experience

Please list any special qualifications, training, education, skills, or experience that you feel warrant consideration: _____

Please list any business equipment operating abilities you have which might be useful on the job that you are applying for: _____

Education

Highest elementary or high school grade completed. _____ Did you graduate from High School? ☐ Yes ☐ No ☐ G. E. D.

Name and location of college, university, business or trade school	1	2
Full-Time or Part-Time	Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>
Major field of Study		
Degrees conferred	Title	Title
Hours of credit		

Work Experience

1

Name of Present Employer		Type of Business		Address City State Zip	
Start Date (Mo/Yr)	Leave Date (Mo. Yr.)	Starting Salary	Final Salary	Job Title	Supervisor's Name
Type of Job Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	Job Description and responsibilities				
Were you fired? Yes <input type="checkbox"/> No <input type="checkbox"/>	Explain reasons/circumstances for changing jobs.				
If we contact this employer, would you expect them to say they would rehire you for your last position held? <input type="checkbox"/> Yes <input type="checkbox"/> No					Employer's phone No.

2

Name of Present Employer		Type of Business		Address City State Zip	
Start Date (Mo/Yr)	Leave Date (Mo. Yr.)	Starting Salary	Final Salary	Job Title	Supervisor's Name
Type of Job Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	Job Description and responsibilities				
Were you fired? Yes <input type="checkbox"/> No <input type="checkbox"/>	Explain reasons/circumstances for changing jobs.				
If we contact this employer, would you expect them to say they would rehire you for your last position held? <input type="checkbox"/> Yes <input type="checkbox"/> No					Employer's phone No.

3

Name of Present Employer		Type of Business		Address City State Zip	
Start Date (Mo/Yr)	Leave Date (Mo. Yr.)	Starting Salary	Final Salary	Job Title	Supervisor's Name
Type of Job Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	Job Description and responsibilities				
Were you fired? Yes <input type="checkbox"/> No <input type="checkbox"/>	Explain reasons/circumstances for changing jobs.				
If we contact this employer, would you expect them to say they would rehire you for your last position held? <input type="checkbox"/> Yes <input type="checkbox"/> No					Employer's phone No.

Legal

Have you ever been caught in a sting operation selling tobacco or alcohol to a minor? ☐ Yes ☐ No

Have you ever been convicted of a crime or pled "No Contest" on anything involving theft, dishonesty, violence, drugs, or endangerment of persons or property, whether resulting in incarceration, probation, or a suspended or deferred sentence? ☐ Yes ☐ No ☐ Pled No Contest

If yes or No Contest, date of conviction _____ Please explain _____

Conviction of a crime will not necessarily disqualify you from consideration for employment.

Authorization

By signing this application for employment, I certify that I have read and understand all parts of it and certify that I have truthfully and completely answered all questions. I understand that falsification of any of the information given herein or on any other employment form is grounds for immediate termination, regardless of when such falsification may be discovered.

I authorize Park Lanes and its representatives to investigate my education, employment experience, criminal conviction records, and all other aspects of my background relevant to my proposed employment, including all statements made by me in my application for employment. I release Park Lanes and its representatives, as well as any person to whom such inquiry is directed, from any liability arising directly or indirectly from any such investigators.

I understand my employment with Park Lanes is for no definite length of time. I understand my employment may be terminated at any time, with or without cause, at the option of either Park Lanes or myself. I understand that no employee or representative of Park Lanes has any authority to make any agreement which is contrary to the foregoing. If accepted for employment, I agree to comply with all company policies and procedures, and with all rules and regulations made known at the time of employment or any other time thereafter, and to perform all duties assigned to me to the best of my ability.

Print Full Legal Name _____ Date _____

Applicant's Full Legal Signature _____