APPLICATION FOR EMPLOYMENT:
Alaska Arts Southeast dba Sitka Fine Arts Camp

Alaska Arts Southeast dba Sitka Fine Arts Camp provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type on the basis of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

PERSONAL:

Name ___________________________ Date __________

Last First Middle

Address ___________________________

Number & Street City State Zip Code

Best Way to Contact You: ____________________________________________________

Position Sought _________________________ ___ Full Time ___ Part Time

Date Available ________________

Are you at least 18 years old or older? ☐ Yes ☐ No

Are you legally eligible for employment in the United States? ☐ Yes ☐ No
(If offered employment, you will be required to provide documentation to verify eligibility.)

EDUCATION: Please indicate education or training which you believe qualifies you for the position you are seeking.

High School: Number of Years Completed (circle one) 1 2 3 4

Diploma: ☐ Yes ☐ No  G.E.D.: ☐ Yes ☐ No

School(s) __________________________ City/State __________________________

College and/or Vocational School:
Number of Years Completed (circle one) 1 2 3 4

School(s) __________________________ City/State __________________________

Major __________________________ Degrees Earned __________________________
Other Training or Degrees:

School(s) ______________________ City/State ______________________

Course _______________________ Degree or Certificate Earned __________

PROFESSIONAL LICENSE OR MEMBERSHIP:

Type of License(s) Held ________________________________

Licensing State and License Number ________________________________

License Expiration Date ________________________________

Other Professional Memberships

(You need not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status or any other protected status.)

Have you ever been employed by Alaska Arts Southeast dba Sitka Fine Arts Camp?  □ Yes  □ No
If so, please provide location name and dates of employment

_______________________________

EMPLOYMENT: List last employer first, including U.S. Military Service.

May we contact your present employer?  □ Yes  □ No
If any employment was under a different name, indicate name(s)______________________________

EMPLOYER ____________________________ Address __________________________

Telephone __________________ Position ________________________________

Dates of Employment: From ___________ To ____________

Mo/Yr     Mo/Yr

Salary __________ Supervisor __________________________ Department __________________________

Duties ____________________________________________  FT __ PT __

Reason for Leaving ________________________________
If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.
Please explain any gaps in work history: __________________________________________________________
_________________________________________________________
_________________________________________________________

Have you ever been discharged or asked to resign from a job?  □ Yes  □ No
If yes, explain: __________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

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<th>REFERENCES</th>
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<td><strong>Professional</strong></td>
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Because this position involves working with minors you need to answer the following question:

Have you ever been convicted of a felony or criminal charge?  □ Yes  □ No
If yes, please give date and explain: __________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

Note: a conviction is not an automatic bar to employment, as each case is considered on its own merit.
APPLICANT’S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Alaska Arts Southeast, Inc. dba Sitka Fine Arts Camp to verify their accuracy and to obtain reference information on my work performance. I hereby release Alaska Arts Southeast, Inc. dba Sitka Fine Arts Camp from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

Signature of Applicant ________________________________ Date: ________________

Applicant Printed Name ________________________________