

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 _____

EMPLOYER _____ Address _____

Telephone _____ Position _____

Dates of Employment: From _____ To _____
Mo/Yr Mo/Yr

Salary _____ Supervisor _____ Department _____

Duties _____ FT __ PT __

Reason for Leaving _____

EMPLOYER _____ Address _____

Telephone _____ Position _____

Dates of Employment: From _____ To _____
Mo/Yr Mo/Yr

Salary _____ Supervisor _____ Department _____

Duties _____ FT __ PT __

Reason for Leaving _____

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: _____

REFERENCES

Professional

Personal

Name _____

Name _____

Organization _____

Organization _____

Title _____

Title _____

Phone (_____) _____

Phone (_____) _____

Name _____

Name _____

Organization _____

Organization _____

Title _____

Title _____

Phone (_____) _____

Phone (_____) _____

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 _____