

# Thomasville Center for the Arts

## Application for Employment

(Please Print)

Date of Application: \_\_\_\_\_ Position(s) Applied For: \_\_\_\_\_

Desired Salary: \_\_\_\_\_

Referral Source  Online  Friend  Walk-In  
 Employment Agency  Relative  Other

---

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Have you filed an application here before?  Yes  No If yes, give date \_\_\_\_\_

Have you ever been employed here before?  Yes  No If yes, give date \_\_\_\_\_

Are you employed now?  Yes  No May we contact your present employer?  Yes  No

Are you a U.S. citizen?  Yes  No If no, do you have a permit to work in the U.S.?  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  Yes  No. (proof of citizenship or immigration status will be required upon employment)

On what date would you be available for work? \_\_\_\_\_

Are you available for  Full Time  Part Time  Shift Work  Temporary or Seasonal

Are you on lay-off and subject to recall?  Yes  No

Can you travel if a job requires it?  Yes  No

Have you been convicted of a felony within the last 7 years?  Yes  No  
(Conviction will not necessarily disqualify applicant from employment)

If Yes, please explain \_\_\_\_\_  
\_\_\_\_\_

Are you a veteran of the U.S. Military service?  Yes  No

Indicate languages you speak, read and /or write:

	Fluent	Good	Fair
Speak			
Read			
Write			

List professional, trade, business or civic activities and offices held:

(You may exclude memberships which would reveal gender, race, religion, national origin, age, ancestry, disability, or other status)

---



---



---



---

Provide name, address, and telephone number for three work references who are not related to you:

---



---



---



---

Education:

	Elementary	High School	College/University	Graduate/Professional
School Name				
Years Completed	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study				
Describe Specialized Training Apprenticeship, Skills & Extra-Curricular Activities				

Are you able to perform the essential functions of the job position you seek with or without reasonable accommodations?  Yes  No

What reasonable accommodations, if any, would you request? \_\_\_\_\_

Employment History:

Please list all jobs (including self-employment and military service) which you have held, beginning with the most recent. Also list and explain any gaps in employment. If additional space is needed, you may continue on the back of this page.

Company Name	Address	Position	Employment Dates
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### Applicant's Statement

I certify that the answers given are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time, not to exceed 45 days. Any applicant wishing to be considered for employment beyond this period should inquire as to whether or not applications are being accepted at that time.

The applicant understands that neither this document nor any offer of employment from the employer constitutes an employment contract unless a specific document to that effect is executed by the employer and employee in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of the applicant

\_\_\_\_\_  
Date

It is the policy of Thomasville Center for the Arts to provide equal employment opportunities to all qualified persons without regard to race, color, religion, gender, national origin, disability, or sexual orientation.