

# APPLICATION FOR EMPLOYMENT



-PLEASE PRINT AND FILL OUT COMPLETELY-

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Cell # \_\_\_\_\_ Social Security # \_\_\_\_\_

## **Employment Desired:**

Position(s) applied for \_\_\_\_\_

Salary desired \$ \_\_\_\_\_

- Are you looking for full-time or part-time employment?  Full-time  Part-time

How many hours and/or days per week are you available? \_\_\_\_\_

- Are you willing to work weekends?  Yes  No

- Are you willing to work evenings?  Yes  No

- What date can you can start \_\_\_\_\_

## **Personal Information:**

- Have you ever applied for employment at PPAC?  Yes  No

If so, when? \_\_\_\_\_

- Have you ever been employed by PPAC?  Yes  No

If so, when? \_\_\_\_\_

- Are you presently employed?  Yes  No

If so, may we contact your present employer?  Yes  No

- Are you eligible to work in the United States?  Yes  No If hired, you must provide evidence of your US Citizenship or proof of your legal right to work in the United States.

## **Education:**

	School Name and Location	Year	Major/Degree	Did you graduate?
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
Post-College	_____	_____	_____	_____

Other Training \_\_\_\_\_

In addition to your work history, are there are other skills, qualifications, licenses, or experience that we should consider?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Employment History:** (Start with most recent employer)

**Company Name:** \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Salary \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Ended \_\_\_\_\_ Ending Salary \_\_\_\_\_ Ending Position \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

May we contact?  Yes  No

Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**Company Name:** \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Salary \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Ended \_\_\_\_\_ Ending Salary \_\_\_\_\_ Ending Position \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

May we contact?  Yes  No

Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

*If you have more history that you would like to report, please attach on a separate sheet.*

**References:**

List three personal references, not related to you, who have known you for more than one year.

Name \_\_\_\_\_ Phone \_\_\_\_\_ Years Known \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Years Known \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Years Known \_\_\_\_\_

Address \_\_\_\_\_

**Please Read Before Signing:**

I certify that all information provided by me on this application is true and complete to the best of my knowledge and that I have withheld nothing that, if disclosed, would alter the integrity of this application.

I authorize my previous employers, schools, or persons listed as references to give any information regarding employment or educational record. I agree that Providence Performing Arts Center and my previous employers will not be held liable in any respect if a job offer is not extended, or is withdrawn, or employment is terminated because of false statements, omissions, or answers made by myself on this application. In the event of any employment with Providence Performing Arts Center, I will comply with all rules and regulations as set by the company in any communication distributed to the employees.

In compliance with the Immigration Reform and Control Act of 1986, I understand that I am required to provide approved documentation to Providence Performing Arts Center that verifies my right to work in the United States on the first day of employment.

I understand that employment at Providence Performing Arts Center is "at will," which means that either I or this company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I hereby acknowledge that I have read and understand the above statements.

**Signature** \_\_\_\_\_ **Today's Date** \_\_\_\_\_

**Providence Performing Arts Center is an Equal Opportunity Employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state or federal law. Applicants requiring reasonable accommodation in the application and/or interview process should notify a representative of the organization.**