

# CALIFORNIA INSTITUTE OF THE ARTS

## APPLICATION FOR EMPLOYMENT

### PERSONAL INFORMATION

Last Name	First Name	Middle Initial
Present Street Address	City	State Zip
Telephone Number (    )       -		

### EMPLOYMENT DESIRED

Position you are applying for:	Date you can start:
Full or Part Time?	Have you previously been employed by our organization?

### BACKGROUND DATA

Do you have the legal right to work in the United States?.....Yes \_\_\_\_\_ No \_\_\_\_\_

[PLEASE NOTE -- All offers of employment are contingent upon satisfactory proof of your identity and legal right to work in the U.S.]

Are you 18 years of age or older?.....Yes \_\_\_\_\_ No \_\_\_\_\_

Are you able to perform the essential functions of the position for which you are applying, either with or without reasonable accommodations?.....Yes \_\_\_\_\_ No \_\_\_\_\_

Except for the offense of possession of less than an ounce of marijuana for your personal use more than two years ago, have you ever been convicted of a crime?.....Yes \_\_\_\_\_ No \_\_\_\_\_

• If "YES," please explain: \_\_\_\_\_

[PLEASE NOTE -- A conviction will not necessarily disqualify you from employment. Each case will be considered on its own merits.]

If you are related to anyone in our employ, please state their name(s): \_\_\_\_\_

## EDUCATION AND TRAINING

High School	City/State	Circle Years Completed			
		9	10	11	12
College/Community College	City/State	Years	Degrees		
Trade or Technical School	City/State	Years	Degrees		
List other skills, experience, training (e.g. languages, typing, office equipment, etc.) or accomplishments that you believe will assist us in evaluating your application for employment:					

## PAST EMPLOYMENT

Please list all previous employers, beginning with the most recent (include volunteer service). If you need additional space, please use a separate sheet of paper.

	Month/Year	Employer Name/Address/ Phone Number	Salary/Position	Reason for Leaving
1.	from _____ to _____	_____	_____	_____
		_____	_____	_____
		_____	_____	_____
2.	from _____ to _____	_____	_____	_____
		_____	_____	_____
		_____	_____	_____
3.	from _____ to _____	_____	_____	_____
		_____	_____	_____
		_____	_____	_____
4.	from _____ to _____	_____	_____	_____
		_____	_____	_____
		_____	_____	_____

I hereby certify that the information provided in this Application is correct and complete to the best of my knowledge. I understand that falsification or omission of any material information in the Application will be cause for denial of employment or dismissal if employed. I authorize previous employers, or any other persons to provide California Institute of the Arts with any and all information regarding my employment history, scholastic standing, or any other matters, relating to or pertaining to my qualifications for employment.

I understand and agree that if hired, my employment is for no definite period and may be terminated at any time, with or without cause and with or without prior notice. I further understand and agree that if hired, the only manner in which the "at will" nature of my employment relationship with California Institute of the Arts can be altered is by means of a specific written agreement which is signed by myself and the Vice President-Administration.

\_\_\_\_\_  
 \_\_\_\_\_  
 Date

Signature of Applicant

**AN EQUAL OPPORTUNITY EMPLOYER**