

SITKA FINE ARTS CAMP
P.O. Box 3086
Sitka, AK 99835
(907) 747-3085 Phone

EMPLOYMENT APPLICATION

Date of application: _____

Position(s) for which you are applying: _____

Full Name: _____ Date of Birth _____
(Last Name) (First Name) (Middle Initial)

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

E-mail address: _____

Telephone: _____ Male Female

EDUCATIONAL AND PROFESSIONAL TRAINING

Please list, in order of attendance, all educational institutions attended.

Name & Location of School	Major area of study	Other relevant studies	Degree or Certificate; year of graduation
High school			
College			
Graduate School			
Additional Professional Training			

Please email a resume, cover letter, and completed application to rhiannon@fineartscamp.org

EMPLOYMENT

List most recent first.

Dates of work	Position title or type of work	Employer Name & Address	Supervisor Name & Phone

****Note:** You may use a resume in place of these sections, as long as the same information is included. However, you must answer the questions on the next page and sign the application. Thank you for your application.

REFERENCES

List three persons who are recently acquainted with your professional and personal abilities.

Name	Address	Phone number	Position

On a separate sheet of paper please answer the following questions:

1. Please describe how your prior work experience (ex: with non-profits, arts administration, event management, etc.) make you an ideal candidate for our organization:
2. Please describe your experience working as part of a team within an organization.
3. What is your experience working with the public, event management, providing customer service, or building partnerships between organizations?
4. Please describe your strategies for coping with stress, multiple interruptions, and unexpected situations:
5. What computer programs are you comfortable working with? How would you describe your computer competency?

Please email a resume, cover letter, and completed application to rhiannon@fineartscamp.org

Do you have a valid Driver's License? Yes ___ No ___ License Number _____ State _____

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.

Emergency Contact:

Name: _____ Telephone: _____

Address: _____

APPLICANT'S STATEMENT

I hereby authorize Alaska Arts Southeast, Inc. to check my educational, personal, and employment references as indicated above. I further authorize these references to release to you all the information that they have about me. I understand that this employment application and any other documents are not a contract of employment, and that any individual who is hired may voluntarily leave employment upon proper notice or may be terminated by Alaska Arts Southeast, Inc. at any time. I understand that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee. I certify that my answers to the preceding questions are true and complete and that I have not knowingly withheld any information which might, if disclosed, affect my application unfavorably. I understand that any misrepresentation or omission of facts on this application will be cause for rejection of this application or dismissal after employment, and that employment is subject to verification of references.

I consent to a pre-employment background check.

Signature of Applicant

Date

Sitka Fine Arts considers applicants without regard to race, color, religion, sex, national origin, age, marital status, or non-job-related disability.

Please email this completed application to rhiannon@fineartscamp.org

**** Sitka Fine Arts Camp will begin reviewing applications for this position at the beginning of September ****

Please email a resume, cover letter, and completed application to rhiannon@fineartscamp.org