

# LAUREL ARTS - APPLICATION FOR EMPLOYMENT

Laurel Arts provides equal employment opportunities (EEO) to all employees and applicants for employment without regard race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability or genetic information. In addition to federal law requirements, Laurel Arts complies with applicable state and local laws governing nondiscrimination in employment at each facility. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training. Further information can be found by visiting <https://www1.eeoc.gov/employers/poster.cfm>.

Last Name	First Name	Middle Name	
Address	City	State	Zip
Telephone Number(s) (Designate Home & Cell)		Email	

## EDUCATION

<u>School</u>	<u>Name &amp; Address of School</u>	<u>Course of Study</u>	<u>Years Completed</u>	<u>Diploma/Degree</u>
High School				
Undergraduate College				
Graduate/ Professional				
Other (Specify)				

## WORK EXPERIENCE—Start with your present or last job and list all jobs for the last ten (10) years.

Employer	Dates Employed From      To	Work Performed
Address		
Telephone Number	Job Title	
Supervisor Name	May We Contact? Yes      No	
Reason for Leaving		

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Address		
Telephone Number	Job Title	
Supervisor Name	May We Contact? Yes      No	
Reason for Leaving		

**\*\*If needed, please use a separate sheet of paper for additional Work Experience.**

Additional questions:

1. Are you related to any staff members at the Dressler Center or at the Education & Dance Center? If yes, please list. \_\_\_\_\_
2. Are you able to perform the essential functions of the position for which you are applying? \_\_\_\_\_
3. Are you legally eligible for employment in the United States? \_\_\_\_\_
4. Are you over the age of 18? \_\_\_\_\_
5. Have you ever been convicted of, or pled guilty or no contest to a felony or other crime? (A conviction will not necessarily result in denial of employment) \_\_\_\_\_
6. Have you ever used any other names or aliases? If yes, please list. \_\_\_\_\_
7. Are you eligible to obtain clearances such as the PA Child Abuse History Clearance, the PA State Police Criminal Record Check and the FBI Criminal History Background? \_\_\_\_\_
8. Do you hold any certifications or licenses relevant to this position? If yes, please give details.  
\_\_\_\_\_
9. When would you be available to begin work? \_\_\_\_\_

**Please list at least 2 professional references that are NOT previous employers.**

**Reference 1**

Reference Name: \_\_\_\_\_ Relationship of Reference: \_\_\_\_\_

Reference Street Address: \_\_\_\_\_

Reference Phone Number(s): \_\_\_\_\_ Number of Years Known: \_\_\_\_\_

**Reference 2**

Reference Name: \_\_\_\_\_ Relationship of Reference: \_\_\_\_\_

Reference Street Address: \_\_\_\_\_

Reference Phone Number(s): \_\_\_\_\_ Number of Years Known: \_\_\_\_\_

Laurel Arts relies upon the accuracy of information obtained in this application for employment, as well as the accuracy of other data obtained throughout the interview process. Any misrepresentation, falsification or material omission in any of this information or data may result in exclusion from further consideration or termination of employment. I certify that all information stated in this application and in any other supporting documentation, resume or interview is true and correct. I authorize Laurel Arts to thoroughly investigate my references, work records, education, criminal history, military history and other matters related to my suitability for employment and, further, authorize my current and former employers to disclose any and all letters, reports, and other information pertaining to my employment with them, without giving me prior notice of such disclosure. I authorize Laurel Arts to contact references both on and off my reference list and release liability from Laurel Arts, the representatives seeking additional information, and all other individuals, corporations or organizations for furnishing such information.

I acknowledge that I have read and agree with the above statements and that the information in the application is true, correct and complete.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature