



Employment Application

Please provide complete, accurate and legible information. An incomplete application may affect your consideration for employment.

The Marcus Performing Arts Center is committed to a policy of Equal Employment Opportunity and will not discriminate against any applicant or employee on the basis of race, color, religion, creed, national origin, or ancestry, sex, age, physical or mental disability, veteran or military status, genetic information, sexual orientation, gender identity, marital status, or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances. The information collected by this application is solely to determine suitability for employment, verify identity and maintain employment statistics on applicants.

Applicants with disabilities may be entitled to reasonable accommodation under the terms of the Americans with Disabilities Act and certain state and local laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal opportunity without imposing undue hardship on the Marcus Performing Arts Center. Please inform the Payroll & Benefits Specialist if you need assistance completing any forms or to otherwise participate in the application process.

General Information:

Name: _____ Date: _____

Address: _____

Preferred phone number: (____) _____ Email: _____

Position desired: _____ How did you hear about us: _____

When are you available to work? Mornings Afternoons Evenings Weekends Anytime

Number of hours per week available to work: _____ Date available to begin work: _____

Are you at least 18 years old? (If not, you may be required to provide authorization to work) Yes No

Are you legally authorized to work in the U.S.? Yes No

Have you ever been convicted of a crime or are you subject to any pending arrests? Yes No

If so, please explain the circumstances of the conviction/s and the approximate date/s:

Have you ever been discharged or asked to resign from any position? Yes No

If yes, please explain: _____

Any affirmative responses will not necessary be a bar to employment and will be considered on a case by case basis.

Education History:

School Attended	City, State	Years Attended	Degree Received

Employment History:

Employer: _____ Dates of Employment: _____

Address: _____

Position held: _____ Reason for leaving: _____

Duties: _____ Pay Rate / Salary : _____

Supervisor's name & phone number: _____ May we contact them? Yes No

Employer: _____ Dates of Employment: _____

Address: _____

Position held: _____ Reason for leaving: _____

Duties: _____ Pay Rate / Salary : _____

Supervisor's name & phone number: _____ May we contact them? Yes No

Employer: _____ Dates of Employment: _____

Address: _____

Position held: _____ Reason for leaving: _____

Duties: _____ Pay Rate / Salary : _____

Supervisor's name & phone number: _____ May we contact them? Yes No

References:

Name	Company & Title	Contact Information	Relationship

By signing below, I certify that all information and answers provided herein are true and complete to the best of my knowledge. Further, I authorize contact of my past supervisors and references, as well as investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. Finally, I understand that false or misleading information given in this application, related communications, or interviews may result in disqualification as a candidate, rescission of an offer of employment, or termination of employment.

Signature of applicant: _____

Date: _____