



STEP-BY-STEP CULTURAL ARTS EMPLOYMENT / JOB APPLICATION

Answers should be typed or carefully printed in ink. This application must be completed in its entirety before any offer of employment may be considered.

Please complete and return to: careers@stepbystepculturalarts.com

Position Applying For: _____

PERSONAL INFORMATION

Full Name: _____

Address: _____

City/State: _____

Email: _____

Phone: _____

Primary Language: _____

Any additional languages you speak fluently? If so which one(s)? _____

Are you over 18 years of age? Yes No

Date of birth : _____ Social Security Number: _____

Desired Pay: _____ Hourly Salary

Minimum Acceptable Pay: _____ Hourly Salary

Temporary Until _____

Availability: (check all that apply)

Full-Time Part-Time Extra/On Call

Which shifts are you available to work? (check all that apply)

Days Swing Nights S M T W TH F S

Date available to begin work: _____

Any scheduling limitations? _____

Can you perform the essential functions of the job with or without reasonable accommodations?

Yes No

EMPLOYMENT ELIGIBILITY

Are you authorized to work in the US on an unrestricted basis? Yes No

(Proof of citizenship or immigration status will be required upon employment)

Have you ever been convicted of a felony? Yes No

If yes, please explain. _____

EDUCATION

High School: _____ City: _____ State: _____

Highest Grade Completed 8 9 10 11 12 Graduate? Yes No

College: _____ City: _____ State: _____

Highest Year Completed 1 2 3 4 Graduate? Yes No

Degree(s) Earned: _____

Other: _____ City: _____ State: _____

Starting Date: _____ Ending Date: _____ Graduate? Yes No

Degree(s)/Certificate(s) Earned: _____

Please summarize any skills, training, licenses, certifications, and/or personal characteristics that qualify you for the position for which you are applying.

EMPLOYMENT HISTORY

Employer #1: _____

Supervisor Name: _____

Position Held: _____

Email: _____ Phone: _____

Address: _____

City/State: _____

Start Date: _____ End Date: _____

Reason for Leaving: _____

May we contact this employer for a reference? Yes No

Employer #2: _____

Supervisor Name: _____

Position Held: _____

Email: _____ Phone: _____

Address: _____

City/State: _____

Start Date: _____ End Date: _____

Reason for Leaving: _____

May we contact this employer for a reference? Yes No

Employer #3: _____

Supervisor Name: _____

Position Held: _____

Email: _____ Phone: _____

Address: _____

City/State: _____

Start Date: _____ End Date: _____

Reason for Leaving: _____

May we contact this employer for a reference? Yes No

REFERENCES

Reference #1 Name: _____ Relationship: _____

Email: _____ Phone: _____

Reference #2 Name: _____ Relationship: _____

Email: _____ Phone: _____

Reference #3 Name: _____ Relationship: _____

Email: _____ Phone: _____

BACKGROUND CHECK & DRUG TEST CONSENT

Are you willing to consent to a background check and pre-employment drug test? Yes No

Applicant understands that this is an Equal Opportunity Employer and committed to excellence through diversity.

I certify that my answers are true and honest to the best of my knowledge. If this application leads to employment, I understand that any false or misleading information in my application or interview may result in my employment being terminated.

I acknowledge and understand that the company is an "at will" employer. Therefore, any employee (regular, temporary, or other type of category employee) may resign at any time, just as the employer may terminate the employment relationship with any employee at any time, with or without cause, with or without notice to the other party.

Signature: _____ Date: _____

Printed Name: _____