



EMPLOYMENT APPLICATION

Please print or type your answers to all questions completely and accurately. This organization does not discriminate in hiring or employment because of race, color, religious creed, national origin, sex, age or sexual orientation. No question is intended to secure information to be used for such discrimination.

IDENTIFICATION	Name (Last) (First) (Middle)				Date
	Present Address (Number & Street) (City) (State) (Zip)				Phone(s)
	Position desired	Department	Available for : Full-Time Part-Time Seasonal/Temp	Date Available	Expected Salary
	Are you available for work on weekends? Yes No Evenings? Yes No What days and hours are you available for work?				
	Can you, after employment, provide verification of the right to work in the US? Yes No		If under age 18, can you provide statement of approval to work from your school and guardian? Yes No		
	Have you previously applied, interviewed, volunteered, or worked at FST? Yes No Please specify and give dates: _____		How did you hear about the Florida Studio Theatre?		

PERSONAL	Do you have any friends or relatives employed at FST? Yes No If yes, please list their name and department: _____	
	Have you ever been convicted of a criminal offense? Yes No If yes, please explain: _____ <i>(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, date, circumstances and relevance to the position applied for may, however, be considered.)</i>	
	Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No <i>(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform the essential job functions.)</i>	
	If hired, would you have a reliable means of transportation to and from work? Yes No	

EDUCATION	Schools	Names and Locations of Institutions	Major/Minor, Type of Training	Did you graduate?	Type of degree, license, or certificate
	High School				
	College				
	Graduate School				
	Vocational / Technical				
Courses, workshops, seminars, and other specialized or advanced training:					

EMPLOYMENT

Please give an accurate, complete full-time and part-time employment record. Start with your present or most recent employer first. If you need additional space, please continue on a separate sheet of paper.

1	Company/Employer	Telephone ()
	Address	Employed (state month and year) From To
	Name of Supervisor	Pay Start Last
	Job Title and Responsibilities _____ _____	Reason for leaving
		May we contact this employer? Yes No
	Part-time Full-time _____ Average hours/week	

2	Company/Employer	Telephone ()
	Address	Employed (state month and year) From To
	Name of Supervisor	Pay Start Last
	Job Title and Responsibilities _____ _____	Reason for leaving
		May we contact this employer? Yes No
	Part-time Full-time _____ Average hours/week	

3	Company/Employer	Telephone ()
	Address	Employed (state month and year) From To
	Name of Supervisor	Pay Start Last
	Job Title and Responsibilities _____ _____	Reason for leaving
		May we contact this employer? Yes No
	Part-time Full-time _____ Average hours/week	

4	Company/Employer	Telephone ()
	Address	Employed (state month and year) From To
	Name of Supervisor	Pay Start Last
	Job Title and Responsibilities _____ _____	Reason for leaving
		May we contact this employer? Yes No
	Part-time Full-time _____ Average hours/week	

REFERENCES

List below people who know you well, other than relatives, who are familiar with your work and we may contact.

Name	Relationship	Phone #
1. _____	_____	_____
2. _____	_____	_____

SKILLS

Check if you have had experience in the following areas:

GENERAL:

Accounting	Development	Public Relations	Marketing/Communications	Bar/waitstaff
Education	Fundraising	Operations	Facilities Maintenance	IT

MANAGEMENT:

Recruitment/Hiring	Employee Scheduling	Employee Relations/Disciplinary Action
Teambuilding	Employee Training	Employee Evaluations

Number of Staff Supervised: _____

CLERICAL:

Computer Literate on:	Windows	Mac			
Word	Excel	Access	Outlook	Desktop Publishing	Adobe Suite
Accounting Software	Fundraising Software	Tessitura		Typing WPM	10 Key _____

THEATRE:

Artistic	House Management	Company Management	Scenery
Costumes	Props	Carpentry	Electrical
			Sound

Use this space to describe the experiences you have checked above or any other job-related skills and qualifications you have acquired.

AGREEMENT AND SIGNATURE**Please read carefully and sign below:**

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I hereby authorize the company to thoroughly investigate my references, work record, education, and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and, other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers, and all other persons, corporations, partnerships, and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

Date _____ Signature _____