



# Application for Employment

Today's Date: \_\_\_\_\_ Position(s) Applying For: \_\_\_\_\_

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Other Phone Number: \_\_\_\_\_

How were you referred to Springfield Ballet? \_\_\_\_\_

What days & hours are you available for work? \_\_\_\_\_

If hired, on what date can you start working? \_\_\_\_\_

Desired salary/hourly rate? \_\_\_\_\_

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## Background History:

Are your former employment references or education listed under a name other than that stated above? If yes, please indicate other name(s): \_\_\_\_\_

Are you a citizen of the United States or otherwise legally eligible for employment in the U.S.?  Yes  No

Have you ever been employed by Springfield Ballet?  Yes  No

Have you ever been convicted of a misdemeanor or felony?  Yes  No

1. If yes, list convictions that are a matter of public record (arrests are not convictions). *A conviction will not necessarily disqualify you for employment.* \_\_\_\_\_
2. If yes, list County you were convicted in? \_\_\_\_\_
3. If yes, list State you were convicted in? \_\_\_\_\_

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## Employment History (please begin with most recent):

Place of Employment: \_\_\_\_\_ Title: \_\_\_\_\_ Years There: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Title: \_\_\_\_\_ Years There: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Title: \_\_\_\_\_ Years There: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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**Educational History:**

High School: \_\_\_\_\_ Years Attended: \_\_\_\_\_ Received Diploma:

College / University Attended: \_\_\_\_\_ Years Attended: \_\_\_\_\_

Degree Received: \_\_\_\_\_

Other Institutions Attended: Institution: \_\_\_\_\_ Years Attended: \_\_\_\_\_

Institution: \_\_\_\_\_ Years Attended: \_\_\_\_\_

Any other experience, training, qualifications, or skills that make you especially suited for this position(s):

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**References:**

1) Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

2) Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

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**Applicant Certification:**

1. I affirm the information given to me on this Application for Employment, my resume and other provided materials is complete and accurate. I understand any falsification or omission will be grounds for disciplinary action, up to and including termination.
2. I authorize Springfield Ballet to conduct a background check of the accuracy of the information stated on this application for employment, my resume and any other materials I provide. Your current employer will not be contacted unless mutually agreed upon between you and Springfield Ballet.

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**Applicant Signature**

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**Date**