



California
Center for the
Arts, Escondido

EMPLOYMENT APPLICATION

An equal opportunity Employer/Drug Free Workplace

Equal access to employment is available to all persons. "All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, severe/morbid obesity, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws. By completing this application, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service to our customers and contributing to the financial success of the organization, its clients, and its employees. Equal access to programs, services, and employment is available to all qualified persons." Those applicants requiring reasonable accommodation in completing the application and/or interviewing should contact Human Resources.

Please Print

Position Applied For:	Date:
Please list any additional positions:	
How did you hear about the position?	
Have you read the job description? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Applicant Information

Name: Last	First	Middle Name
Maiden name or other names known by:		
Address: No. Street	City	State Zip Code
Phone Number:	Alternate Phone Number:	Email Address:
What is the best time to reach you?		

Additional Information

Are you at least 18 years old? Yes No

Note: If under 18, applicant is subject to verification that you are of minimum legal age

Have you worked for California Center for the Arts, Escondido before? Yes No

If yes, give dates: _____

Employment Desired

Full-time Part-Time Part-Time On-Call Temporary Internship

What days and hours are you available for work? _____

If applying for temporary work, during what period of time will you be available?

From: _____ To: _____

Are you available to work on weekends? Yes No

Would you be available to work overtime if necessary? Yes No

If hired on what date could you start? _____

Salary/Wage Rate Desired: _____

Personal Information

Do you have any friends or relatives working for California Center for the Arts, Escondido? Yes No

If yes, state name(s) and relationship:

Why are you applying for work at California Center for the Arts, Escondido?

If hired, would you have a reliable means of transportation to and from work? Yes No

If hired, can you present evidence of your identify and legal right to work in this country?
 Yes No

Are you able to perform the essential job functions of the job for which you are applying with or without reasonable accommodation? Yes No

Education, Training and Experience

School name & Address	Area of Study/Major	Number of years completed	Did you graduate	Degree, Diploma, or Certificate

Many of our patrons do not speak English. Do you speak, write or understand any foreign languages? Yes No

If yes, which language(s): _____

Please list any other job related skills, experience, training, additional languages, or other qualifications that you believe should be considered in evaluating your qualifications for employment at California Center for the Arts, Escondido:

Certification and License Information

Are you licensed/certified for the job applying for? Yes No

If yes, name of license/certification: _____

Issuing state: _____ License/Certification Number: _____

If applying for a Security position, are you certified to carry a baton, guard card or for administering first aid, or CPR/AED? Yes No

If yes, list the type of Certification(s): _____

Issuing state/agency: _____ License/Certification Number: _____

Has your license/certification ever been revoked or suspended?..... Yes No
 If yes, state reason(s), date of revocation/suspension, as well as date of reinstatement:

Employment History (You must complete this section even if you have attached a resume)

Below, please list all present and past employment, **starting with your most recent employer**, (last 10 years is sufficient). Please account for all periods, including dates of unemployment.

1) Current or Most Recent Employer			
Company Name		Address	
Type of Business			
Telephone No.		Supervisor	
May we contact this employer?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Title/Position		Start Date	End Date
Duties			
Status <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time		Reason for Leaving	

2) Previous Employer			
Company Name		Address	
Type of Business			
Telephone No.		Supervisor	
May we contact this employer?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Title/Position		Start Date	End Date
Duties			
Status <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time		Reason for Leaving	

Employment History (Continued)

3) Prior Employer		
Company Name	Address	
Type of Business		
Telephone No.	Supervisor	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Title/Position	Start Date	End Date
Duties		
Status <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time	Reason for Leaving	

4) Prior Employer		
Company Name	Address	
Type of Business		
Telephone No.	Supervisor	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Title/Position	Start Date	End Date
Duties		
Status <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time	Reason for Leaving	

Professional References

Below, please list three professional references **not related to you** who have knowledge of your character, work ethics and work performance.

Name	Occupation
Relationship to Applicant	Number of years Acquainted
Telephone No.	Email Address

Name	Occupation
Relationship to Applicant	Number of years Acquainted
Telephone No.	Email Address

Name	Occupation
Relationship to Applicant	Number of years Acquainted
Telephone No.	Email Address

Please read carefully, initial each paragraph 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 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. If selected for the position that I am applying for, I understand that I will need to complete consent forms to submit to drug and alcohol screening, as well as consent form authorizing the California Center for the Arts, Escondido to request a background check.

_____ I understand that California Center for the Arts, Escondido is a drug free workplace and if I should receive an offer of employment, I understand that it is contingent upon passing a drug/alcohol screening. The screening will be scheduled and paid for by the Center. Failure to pass the drug/alcohol screening will nullify any offers of employment.

_____ I understand that the California Center for the Arts, Escondido is an "At Will" employer and that nothing contained in this application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

_____ I understand that safety of employees is extremely important to the Center and that the Center is committed to ensuring a safe working environment. I understand that I, and every employee, have a responsibility to prevent accidents and injuries by observing all safety procedures and guidelines and following the directions of my site supervisor. I understand and agree to comply with federal, state, and local regulations related to on-the-job safety and health.

_____ I understand that if I am selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 Form in this regard.

_____ I understand that if any term, provision, or portion of this Agreement is declared void or unenforceable, it shall be severed and the remainder of this Agreement shall be enforceable.

_____ In the event of my employment with the Center, I understand that I am required to comply with all rules and regulations of the Center.

My signature below attests to the fact that I have read, understood, and agreed to all of the above terms.

Date

Applicant's Signature