



APPLICATION FOR EMPLOYMENT

Jazz at Lincoln Center (JALC) is an equal opportunity employer and does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, marital status, sexual orientation, gender, predisposing genetics characteristics, military status or citizenship, actual or perceived disability or any other characteristic protected by federal, state or local laws. Jazz at Lincoln Center provides reasonable accommodation to individuals' religious beliefs and with the known physical or mental limitations of a qualified applicant with a disability unless the accommodation will impose an undue hardship on the operation of the organization. If you require a reasonable accommodation, please let us know.

PERSONAL INFORMATION (please print)

Last Name	First	Middle
Other names you are known by		
Mailing Address	City	State Zip
Phone Number	Email Address	

EMPLOYMENT DESIRED

Position for which you are applying:	Desired Salary:
Type of Employment: (check one) <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other	Date you are available to start:
How did you hear about the position? <input type="checkbox"/> JALC Webpage <input type="checkbox"/> JALC Employee <input type="checkbox"/> Campus/University <input type="checkbox"/> Job Board <input type="checkbox"/> Other:	
I am available to work the following schedule(s): <input type="checkbox"/> days <input type="checkbox"/> evenings <input type="checkbox"/> weekends <input type="checkbox"/> overnight <input type="checkbox"/> holidays	

EDUCATION

	Name Address of School	Did you graduate?	Degree Received/Major
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate or Professional		<input type="checkbox"/> Yes <input type="checkbox"/> No	

List skills relevant to the position applied for:

CERTIFICATIONS & LICENSES

(list only those certifications and licenses that are a requirement for the position for which you have applied)

Type	Issuing Authority	Certification/License #	Expiration Date (if applicable)

BACKGROUND INFORMATION

Have you ever applied for a position with JALC? <i>If so, when?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever worked for JALC? <i>If yes, please indicate position and dates of employment:</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any relatives currently employed with JALC? <i>If so, please list their names and position:</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you 18 years of age or older?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If not, can you provide proof of eligibility to work? (working papers)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you legally authorized to work in the United States? Pursuant to the Immigration and Reform Control Act of 1986, all applicants who are offered employment must produce documents establishing their identity and authorization for employment in the United States. The documentation must be produced no later than seventy-two (72) hours after employment commences.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you possess the education, certifications or licenses required for this position? If hired, applicants are required to present proof of said education, certifications or licenses on the first day of their employment.	<input type="checkbox"/> Yes <input type="checkbox"/> No

EMPLOYMENT HISTORY (please print)

1	Employer	Address	
	Job Title	Supervisor (name and job title)	Telephone Number
	Date Employed (mo/yr)	Reason for Leaving	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Date Separated (mo/yr)	List major duties that demonstrate your competencies as related to the position you are applying for:	
	Starting Salary		
	Ending Salary		

EMPLOYMENT HISTORY (continued)

2	Employer	Address	
	Job Title	Supervisor (name and job title)	Telephone Number
	Date Employed (mo/yr)	Reason for Leaving	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Date Separated (mo/yr)	List major duties that demonstrate your competencies as related to the position you are applying for:	
	Starting Salary		
	Ending Salary		
3	Employer	Address	
	Job Title	Supervisor (name and job title)	Telephone Number
	Date Employed (mo/yr)	Reason for Leaving	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Date Separated (mo/yr)	List major duties that demonstrate your competencies as related to the position you are applying for:	
	Starting Salary		
	Ending Salary		
4	Employer	Address	
	Job Title	Supervisor (name and job title)	Telephone Number
	Date Employed (mo/yr)	Reason for Leaving	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Date Separated (mo/yr)	List major duties that demonstrate your competencies as related to the position you are applying for:	
	Starting Salary		
	Ending Salary		

MILITARY SERVICE

If you served in the Armed Forces of the United States or any state militia, please state the dates of service and describe any training or experience which you received that would enable you to perform the job for which you have applied.

Rank:	Responsibilities:
Branch of Service:	Dates of Service:

REFERENCES (please list 3 professional references)

Name	Relationship	Telephone Number

I certify that I have given true, accurate and complete information on this application to the best of my knowledge. I hereby authorize Jazz at Lincoln Center to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I have already been hired.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or Jazz at Lincoln Center can terminate the relationship at will, with or without cause, as long as there is no violation of applicable federal or state law.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant Signature: _____ Today's Date: _____