

Montalvo Arts Center
PO Box 158
15400 Montalvo Road
Saratoga, CA 95071
Phone: (408) 961-5800
Fax: (408) 961-5850



EMPLOYMENT APPLICATION
(Please type or print legibly)

I. PERSONAL INFORMATION

Name: _____

Address: _____
Street City Zip

Phone (Day): _____ (Evening): _____

Have you ever applied or worked for Montalvo Arts Center before? Yes No
If yes, when? _____

Do you have any friends or relatives working for Montalvo Arts Center? Yes No
If yes, state name(s) and relationship:

_____	_____
Name	Relationship
_____	_____
Name	Relationship

If hired, would you have a reliable means of transportation to and from work? Yes No
Are you at least 18 years old? Yes No
If hired, can you present evidence of your U.S. citizenship or proof of your legal right
to live and work in this country? Yes No

II. EMPLOYMENT DESIRED

Position applying for: _____

III. EDUCATION AND TRAINING

College or Institution Name	No. Years Attended	Degree Earned/Subjects Studied
1. _____		
2. _____		
3. _____		

V. PROFESSIONAL REFERENCES

1. Name: _____ Organization: _____
Phone/email: _____ Nature of professional relationship: _____
2. Name: _____ Organization: _____
Phone/email: _____ Nature of professional relationship: _____
3. Name: _____ Organization: _____
Phone/email: _____ Nature of professional relationship: _____

VI. OTHER

Have you ever been convicted of a crime? (You may omit traffic offenses, any convictions which have been sealed, expunged or statutorily eradicated, convictions more than two years old for marijuana related offenses for personal use, and misdemeanors for which probation was completed and the case judicially dismissed.)

Yes No

If yes, please explain: _____

NOTE: No applicant will be denied employment solely on the grounds of conviction of a crime (unless the position for which the applicant is applying is one that provides schoolsite services as set forth below). The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position will be considered. Applicants with criminal convictions who have been made a conditional offer may, however, be fingerprinted, and the fingerprints submitted to the DOJ for criminal background check.

Please note that pursuant to California law, *all employees of Montalvo Arts Center who provide supervisory duties with youth and/or schoolsite services to youth must be fingerprinted, and such fingerprints will be submitted to the California Department of Justice (DOJ) for a criminal background check. DOJ verification of a cleared criminal background check must be received by Montalvo Arts Center prior to the commencement of such work.*

VII. AUTHORIZATION

I hereby certify that the facts contained in this application and attachments are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application and attachments shall be grounds for dismissal.

I understand that pursuant to California law, all employees of Montalvo Arts Center who provide supervisory duties with youth and/or schoolsite services to youth must be fingerprinted, and that such fingerprints will be submitted to the California Department of Justice for criminal background check.

I understand and agree that, if hired, my employment is at-will, for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any prior notice, with or without cause.

Signature: _____

Date: _____