

Montalvo Arts Center is an equal opportunity employer. As such we consider all applicants for all positions without regard to race, religion or religious creed, color, age, gender, sexual orientation, gender identity, national origin, marital status, medical condition, disability, military or veteran status, genetic characteristics, pregnancy, childbirth and related medical condition or any other legally protected status.

I. PERSONAL INFORMATION

Name: _____
Last
First
Middle Initial

Street Address: _____ Home Phone: _____ Cell: _____

City/State/Zip: _____ E-mail Address: _____

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
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Name	Relationship
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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 provide evidence of your U.S. citizenship or proof of your legal right to live and work in this country? Yes No

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

If no, please describe the job functions that you would not be able to perform:

(Note: Montalvo complies with the ADA and considers reasonable accommodation measures may be necessary for eligible applicant/employees to perform essential functions. Hire may be subject to passing a medical examination, and skill/agility tests.)

II. EMPLOYMENT DESIRED

Position applying for: _____ Desired Salary: \$ _____

Full-time Part-time Temporary/Seasonal If hired, when are you available to start? _____

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

Some positions may require weekend /occasional overtime hours. Are you able to work weekends and/or overtime if required?

Yes No If no, please explain:

III. EDUCATION AND TRAINING

	High School, College or Institution	#Years Attended	Degree Earned/Subjects Studied
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

IV. EMPLOYMENT (Please begin with most recent employer; use additional sheet if needed)

1. _____

Name of Employer	Address	Phone Number
_____	_____	_____
Description of Duties and Responsibilities (or "see resume")		
_____	_____	_____
Job Title	Dates of Employment	From To
_____	_____	_____
Name of Supervisor	Title of Supervisor	Email
_____	_____	_____
Reason for leaving	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	

2. _____

Name of Employer	Address	Phone Number
_____	_____	_____
Description of Duties and Responsibilities (or "see resume")		
_____	_____	_____
Job Title	Dates of Employment	From To
_____	_____	_____
Name of Supervisor	Title of Supervisor	Email
_____	_____	_____
Reason for leaving	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	

3. _____

Name of Employer	Address	Phone Number
_____	_____	_____
Description of Duties and Responsibilities (or "see resume")		
_____	_____	_____
Job Title	Dates of Employment	From To
_____	_____	_____
Name of Supervisor	Title of Supervisor	Email
_____	_____	_____
Reason for leaving	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	

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. AUTHORIZATION

PLEASE READ THIS DISCLOSURE BEFORE INITIALING EACH SECTION AND SIGNING. If any parts of this section are unclear please speak with one of our Human Resources representatives before initialing or signing.

_____ 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 Montalvo Arts Center to thoroughly investigate my references, work record, education and other matters to my suitability for employment unless otherwise specified above. I 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 Montalvo Arts Center, 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.

_____ I understand that nothing contained in the 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 Montalvo Arts Center. 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 Montalvo Arts Center, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and Montalvo Arts Center's designated representative.

_____ In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

Please note that all employees of Montalvo Arts Center are subject to a criminal and department of motor vehicle (for certain positions) background check and 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.

Signature: _____

Date: _____

Human Resources: 15400 Montalvo Road, Saratoga, CA 95071 - hr@montalvoarts.org