

**CALIFORNIA COLLEGE OF THE ARTS
EMPLOYMENT APPLICATION**

Date: _____

PERSONAL INFORMATION

Name: _____

Address: _____

Phone Number: _____ Social Security #: _____

EMPLOYMENT DESIRED

Position you are applying for: _____

Date you can start: _____ Pay desired? _____

What days/hours are you willing to work? _____

Are you employed now? No Yes If so may we contact your present employer? No Yes

Have you worked for CCA before? No Yes

If yes, please list position and dates: _____

Have you applied to CCA before? No Yes

If yes, please list position(s): _____

EMPLOYMENT HISTORY* *(Please list previous employers for the last 10 years, starting with most recent)*

<u>Employment Month/Year</u>	<u>Name, Address and Phone of Employer</u>	<u>Salary</u>	<u>Position</u>	<u>Reason for leaving</u>
From: To:		Begin: End:		
From: To:		Begin: End:		
From: To:		Begin: End:		
From: To:		Begin: End:		
From: To:		Begin: End:		

Have you been discharged for cause from any of the above positions? No Yes - please explain

*Note - please complete Employment History section even if you are submitting a resume.

EDUCATION/SKILLS *(please check the box that reflects the highest level of education you completed)*

High School Graduate or GED Some College AA College Degree BA College Degree

MA College Degree College or School: _____

Trade or Business School Field of Study: _____

Can you furnish records of completion of schools and /or courses as indicated above? No Yes

List any certificates or licenses you hold that add to your qualifications for employment:

REFERENCES *(Please list below the names of 3 professional references)*

Name	Address	Business	Phone
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1. _____

2. _____

3. _____

PERSONAL HISTORY

Have you been convicted of a felony (or misdemeanor involving violent or fraudulent conduct)?

Note: Do not include marijuana-related convictions No Yes - please explain (conviction will not necessarily

disqualify): _____

Have you been arrested for any criminal violation for which you are currently out on bail, on your own

recognizance or otherwise on release pending trial? No Yes - please explain _____

Is there any reason you may not be able to attend work on a regular basis or begin work on time?

No Yes - please explain _____

If employed by CCA, will you continue working for any other employer? No Yes - please explain

I understand and acknowledge the following:

1. I authorize investigation of all statements contained in this application and any supporting documents. I authorize CCA to secure information about my experience from former employers, educational institutions, government agencies, or any references I have provided, and for those parties to provide information concerning my experience, and I hereby release all parties from any liability arising from such an investigation. I specifically authorize investigation of my DMV record and criminal record.
2. If I am offered employment, I will, as a condition of employment, be required to submit proof of my identity and legal right to work in the U.S.
3. If I am employed, any false statement, misrepresentation, or omission of facts on this application or on any supporting documents, regardless of when discovered to be false, will result in my immediate dismissal.
4. I will be required to possess a current and valid California driver's license and be insurable if my job requires me to drive in the course of my work
5. I agree that, if I am offered a position, it will be offered on condition that my employment shall be at will and for no definite period, and that my employment may be terminated at any time with or without cause and with or without prior notice.
6. My signature below certifies that I have read, understand, and agree to the foregoing and to the best of my knowledge and belief, the information on the application form is true and correct.

7. I have checked this box to indicate that I wish to receive a copy of any consumer credit report that is used in connection with my application for employment.

Signature: _____

Date: _____

The California College of the Arts policy is to fill every position without regard to race, color, religion, creed, sex, marital status, age, national origin, ancestry, physical or mental disability, medical condition, sexual orientation or any other consideration made unlawful by federal, state or local laws. The California College of the Arts is an equal opportunity employer and selects employees on the basis of ability, experience, training, and character. Please contact the President of the California College of the Arts if you have any questions regarding this policy.

You may direct questions and return this application to:

California College of the Arts
Human Resources Department
5212 Broadway
Oakland, CA 94618
(510) 594-3682

