

# APPLICATION FOR EMPLOYMENT

PLEASE PRINT OR TYPE: ANSWER ALL QUESTIONS COMPLETELY

Name (Last)                      First                      Middle			Social Security No. -                      -		
Have you ever worked or attended school under a different name? <input type="checkbox"/> Yes <input type="checkbox"/> No   If so, what name				Are you 16 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Current Address			City,		State,                      Zip Code
Phone Number (                      )		How were you referred to us? (Advertising, Friend, Search Firm etc.)			
Have you been previously employed by us? If yes, state dates employed and location?					
Have you ever been convicted with or without trial of, pleaded guilty or not contest to, or otherwise been found to have committed an offense against the law or are you now under any charges for any offenses against the law? (You may omit traffic violations for which you paid \$100 or less.) * <input type="checkbox"/> Yes <input type="checkbox"/> No				Can you submit verification of your identity and of your legal right to work in the United States? * <input type="checkbox"/> Yes <input type="checkbox"/> No	
Position Applied for			Date available to start work		Minimum acceptable wage or salary
Are you capable of performing, in a safe and effective manner, the duties and responsibilities as indicated in the job description of any position for which you are making application? <input type="checkbox"/> Yes <input type="checkbox"/> No				Do you have restrictions on travel? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain	
Apart from absences for religious observances you will be available for work as follows: (Check as many as apply) <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Summer Work <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday					When are you available to start work?

## Education

High School Attended	Address		Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> GED	
College(s) Attended	Address		Major	Degree

## U.S. Military Service

Date of Service	Were you discharged? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, date	Highest rank held	Current Status * <input type="checkbox"/> National Guard <input type="checkbox"/> Reserve <input type="checkbox"/> Other
Describe duties performed			

\*Saint Louis Symphony Orchestra is an Equal Opportunity Employer and will not limit or exclude any applicant from consideration for employment because of his or her race, color, religion, age, sex, national origin, disability, or other factor protected by law.

## Technical Skills

List all of the software applications in which you are proficient.
List all office machines you can operate.

## Emergency Information

List names of any relatives working for us, your relationship, and their location		
In case of emergency, please notify: Name		Relation
Phone (      )	Address	

## Employment History

In consecutive reverse order, starting with your present or most recent position, list <u>all</u> places of employment and the name you worked under if different from the name you are currently using. Account for <u>all</u> periods of unemployment. If more space is needed, use an additional sheet of paper.					
<b>1. Name of Present or most Recent Employer</b>		Your Position/Title		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	
Street Address	Phone No. (      ) -	Date Employed FROM - Mo./Yr.      TO - Mo./Yr.		Starting Salary	
City/County	State	Zip Code	Supervisor's Name, Title and Phone No.		Ending Salary
Describe Your Duties					
Did you quit? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, please explain			Were you discharged? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, what reasons were you given?		
<b>2. Name of Present or most Recent Employer</b>		Your Position/Title		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	
Street Address	Phone No. (      ) -	Date Employed FROM - Mo./Yr.      TO - Mo./Yr.		Starting Salary	
City/County	State	Zip Code	Supervisor's Name, Title and Phone No.		Ending Salary
Describe Your Duties					
Did you quit? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, please explain			Were you discharged? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, what reasons were you given?		
<b>3. Name of Present or most Recent Employer</b>		Your Position/Title		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	

\*Saint Louis Symphony Orchestra is an Equal Opportunity Employer and will not limit or exclude any applicant from consideration for employment because of his or her race, color, religion, age, sex, national origin, disability, or other factor protected by law.

Street Address	Phone No. (    )    -	Date Employed FROM - Mo./Yr.    TO - Mo./Yr.	Starting Salary
City/County    State    Zip Code	Supervisor's Name, Title and Phone No.		Ending Salary
Describe Your Duties			
Did you quit? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, please explain		Were you discharged? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, what reasons were you given?	

May we contact the employers listed above?  Yes     No.  
If "No", indicate, those you do not wish us to contact and explain why.

Account for all periods of time not covered under Employment History since you finished high school, including all periods of unemployment, part-time employment or self-employment. For periods of employment include Name of Company, Title, Address and Dates of employment.

## References

List at least two professionals and one other person not related to you, whom we may contact immediately, have known you for at least two years, and are familiar with your character and qualifications. Do not list supervisors named in your Employment History.			
1. Name of Professional Reference		Business/Occupation	
How long has he/she know you?	How does he/she know you		
Best time to call	Day Phone No. (    )    -	Evening Phone No. (    )    -	
2. Name of Professional Reference		Business/Occupation	
How long has he/she know you?	How does he/she know you		
Best time to call	Day Phone No. (    )    -	Evening Phone No. (    )    -	
3. Name of Professional Reference		Business/Occupation	
How long has he/she know you?	How does he/she know you		
Best time to call	Day Phone No. (    )    -	Evening Phone No. (    )    -	

\*Saint Louis Symphony Orchestra is an Equal Opportunity Employer and will not limit or exclude any applicant from consideration for employment because of his or her race, color, religion, age, sex, national origin, disability, or other factor protected by law.

## Statement

**Read carefully before signing.**

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and accurate to the best of my knowledge. I understand and agree that any misrepresentations or omissions of fact in the application (or accompanying resume) may result in the rejection of my application or my immediate dismissal. I authorize all individuals, companies and institutions referenced in the application (and accompanying resume, if any), and all individuals connected therewith, to provide the Saint Louis Symphony Orchestra with any relevant information that may be required to arrive at an employment decision. I hereby release them, including the Saint Louis Symphony Orchestra and their officers, agents and employees, from all liability for any damage whatsoever for issuing same.

**If employed by the Saint Louis Symphony Orchestra I understand that such employment is at will and that either the Saint Louis Symphony Orchestra or I may terminate the employment relationship for any reason and at any time.**

Print Applicant's Name \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Date\_\_\_\_\_

\*Saint Louis Symphony Orchestra is an Equal Opportunity Employer and will not limit or exclude any applicant from consideration for employment because of his or her race, color, religion, age, sex, national origin, disability, or other factor protected by law.