



# CHRISTIAN YOUTH THEATER

755 INDUSTRIAL DRIVE · CARY, IL 60013

(847)516-2298

## CONFIDENTIAL APPLICATION FOR EMPLOYMENT

<b>Name (Last)</b>	<b>(First)</b>	<b>(Middle)</b>	<b>Social Security Number</b> / /
<b>Home Address</b>			<b>Daytime Phone Number</b>
<b>City/State/Zip</b>		<b>E-mail</b>	<b>Evening Phone Number</b>
<b>Emergency Contact</b>	<b>Relationship</b>	<b>Phone Number</b>	<b>T-shirt size</b>
<b>Hours available / Days available</b>		<b>Start Date</b>	<b>Drivers License Number / State</b>
<b>Position Desired</b>			<b>Salary Desired</b>

## EMPLOYMENT RECORD Please list employment for the past 10 years beginning with most recent.

<b>Company Name</b>	<b>Job Title</b>
<b>Street Address</b>	<b>Dates employed—From Mth/Yr to Mth/ Yr</b>
<b>City/State/Zip</b>	<b>Specific Duties</b>
<b>Telephone</b>	<b>Supervisor</b>
<b>Reason for leaving</b>	

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Please explain periods of non-employment here.

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**PERSONAL REFERENCES** Please list 2 references you've known at least 5 years—not a relative or former employee.

Name	Address	
Phone number	Relation	Occupation
Name	Address	
Phone number	Relation	Occupation

**EDUCATION**

College/Univ.	Location	Years Attended	Degree	Major / Minor
College/Univ.	Location	Years Attended	Degree	Major / Minor
High School	Location	Years Attended	Graduated	
Subjects of study				
<b>COMPUTER SKILLS</b> <input type="checkbox"/> Microsoft Excel <input type="checkbox"/> Microsoft Word <input type="checkbox"/> Other <input type="checkbox"/> Microsoft Publisher <input type="checkbox"/> Quickbooks		<b>JOB SKILLS</b> <input type="checkbox"/> Bookkeeping <input type="checkbox"/> Payroll <input type="checkbox"/> Administrative <input type="checkbox"/> Fundraising <input type="checkbox"/> Design/Layout		

**STATEMENT OF HEALTH**    Do you have any physical condition which would limit your abilities to perform the job applied for?     Yes     No

**PERSONAL INFORMATION**

Please answer the following questions. You may omit references which indicate race, creed, color, national origin, ancestry, sex, or age.

- List your experience working with youth in theater arts in this or other organizations.
- List your residences for the past 5 years.

Please note: a YES answer to the following questions will not necessarily disqualify an applicant. For any YES answers, please explain on a separate piece of paper.

- As an employee, have you ever been discharged or asked to resign?     Yes     No
- Have you ever been convicted of a felony?     Yes     No
- Do you use illegal drugs?     Yes     No
- Does a report accusing you of child abuse appear on the Child Abuse Index maintained by the Illinois Dept. of Family Services?     Yes     No
- Has your driver's license ever been suspended or revoked?     Yes     No
- Other than the above, is there any fact or circumstance involving your background that would adversely question your involvement or supervision of young people?     Yes     No

I declare each of the answers given to the questions on this application to be complete and true to the best of my knowledge. I understand that any misrepresentation or omission may be cause for dismissal. Unless otherwise noted, I authorize the investigation of all information given in this statement. I hereby release and agree to hold harmless from liability CYT and the officers, employees, and volunteers thereof, and any person or organization that provides information. I hereby acknowledge that I have read the above statement and understand the same.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**TO BE COMPLETED BY PERSONNEL DEPARTMENT**

Interviewer Comments \_\_\_\_\_

Interviewer by: Name & Title \_\_\_\_\_ Date \_\_\_\_\_