



STAFF EMPLOYMENT APPLICATION

1132 Olympic Drive, Corona, CA 92881

General Instructions: Please type or neatly print the information on this application and submit your resume.

Name:	Home Phone:
Address:	Work Phone:
City, State, Zip:	Cell Phone:
Other names you have used while employed:	Email:

Employment History: List your present or most recent employer first. Account for all times during the past ten years, including periods of unemployment. Include military and major volunteer experience. If you held significantly different positions with the same employer, list them separately. Use additional applications as needed.

Dates of Employment:	Job Title:	Employer:
Job Duties:		
Last monthly salary:	<input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time	
Reason for leaving:		
Supervisor's name/title:	Supervisor's phone:	
May we contact your current/most recent employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes, After Offer Only		
Dates of Employment:	Job Title:	Employer:
Job Duties:		
Last monthly salary:	<input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time	
Reason for leaving:		
Supervisor's name/title:	Supervisor's phone:	
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Dates of Employment:	Job Title:	Employer:
Job Duties:		
Last monthly salary:	<input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time	
Reason for leaving:		
Supervisor's name/title:	Supervisor's phone:	
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Education: List all education you have received. Include high school, business, technical, military, professional, college, and university.

School Name	Major	Units	GPA	Degree

Credentials, Licenses, Certificates: Include type of credential, license or certificate, number, issuing state/organization, expiration date and subject area.

Credentials, Licenses, Certificates:

Other Job Skills: List other job-related skills such as software, office equipment, theater equipment, fluency in foreign languages, musical instruments played, dance skills, etc.

Other Job Skills:

Additional Comments: Please provide any additional comments you wish to provide with your application.

Additional Comments:

I hereby waive my right to receive a copy of any information obtained by The Young Americans College of the Performing Arts on my character, general reputation, personal characteristics, or mode of living, which is a matter of public record, including records documenting an arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment.: **Yes** ___ **No** ___

Required Information: Please check the appropriate box for each question.

Positions designated as "critical" require fingerprinting to conduct a criminal background check. The fingerprints will be used to obtain records of any criminal history you may have. A conviction will not necessarily disqualify you from consideration for employment. YACPA may consider the nature, date and circumstances of the offense as well as whether the offense is relevant to the duties of the position for which you have applied. **A conviction is any plea of guilty or nolo contendere (no contest) or a verdict of guilty.**

1. Have you ever been convicted of a felony or misdemeanor offense by any court in California? Yes No
 You may omit:
 - a. Traffic violations for which the fine imposed was \$300.00 or less;
 - b. Any conviction specified in the Health & Safety code section 11361.5 which pertains to various marijuana offenses;
 - c. Any conviction that has been sealed, expunged or legally eradicated;
 - d. Any offense which was finally settled in juvenile court or referred to the youth authority;
 - e. Any misdemeanor conviction for which probation has been successfully completed or otherwise discharged **AND** the case has been judicially dismissed pursuant to Penal Code section 1203.4. To qualify for omission under Penal Code section 1203.4, an individual must have taken an affirmative action to file a petition with a court to have the conviction set aside and been successful in that action.

2. Have you ever been convicted of a felony or misdemeanor offense in another State? Yes No
 (Criminal convictions in another State may be considered in the evaluation of your application.)

3. Have you ever been convicted of a federal crime, as defined in 42 USC 1320a-7(i) or been excluded from participating in any federal or state healthcare program? Yes No

4. Are you 18 years or older? If your answer is "yes", go to question 6. Yes No

5. If you are under 18, you must have a high school degree or a GED certificate, or have a valid work permit in order to be employed by the College. Do you meet this requirement? Yes No

6. Upon hire, will you be able to provide proof of eligibility to work in the U.S. as specified in the Immigration Reform and Control Act of 1986? Yes No

7. Do you have a valid California Driver's License? (Answer only if the position will require you to drive.) Yes No
8. Do you have any relatives currently employed at The Young Americans College of the Performing Arts? Yes No
 Relationship: _____
 Name: _____ Department: _____
9. Have you ever been released or discharged from employment or resigned to avoid such release or discharge? Yes No
 If yes, please provide date(s) and circumstances: _____

Once you have completed the application sign your name at the bottom and indicate the date it was completed.

Agreement

I certify under penalty of perjury under the laws of the State of California that all statements contained in my application for employment, and any other information or documentation submitted in conjunction with my application for employment, is true and complete to the best of my knowledge. I understand that false or incomplete statements, or omissions of material facts in conjunction with this application for employment will be cause for refusal of employment, or if employed, cause for immediate dismissal.

I understand that, as part of my application for employment, a thorough and complete background investigation will be conducted regarding my character, general reputation, personal characteristics, employment, work habits and educational background.

I hereby authorize The Young Americans College of the Performing Arts to investigate my employment and educational background and all of the statements contained in my employment application and material submitted in conjunction with my application for employment. I further authorize my previous or current employers, as well as all educational institutions that I attended, personal references, and public or private agencies that have issued me either a professional or vocational license, to release The Young Americans College of the Performing Arts any and all records and other information maintained in their custody and control and which regard any and all aspects of my employment relationship, history and educational background with said employers, educational institutions, personal references and public or private agencies. I understand and acknowledge that this authorization will permit positive as well as negative information to be released to The Young Americans College of the Performing Arts.

I hereby hold The Young Americans College of the Performing Arts harmless for its investigation of my employability. I further release from all liability former and current employers, educational institutions, persons whose names I have listed as references, and public or private agencies with respect to any damages which I might sustain as a result of their responses, whether oral or written, regarding my character, general reputation, personal characteristics, employment, work habits, licensure and educational background.

I understand that if employed by the College, my fingerprints may be taken. I also understand that if employed, I will be required to submit verification of my identity and authorization to work in the United States, and that additional information about me will be required for statistical purposes.

BY SIGNING BELOW, I certify that I have read and agree with these statements.

Applicant's Name	Applicant's Signature	Date
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The Young Americans College of the Performing Arts prohibits discrimination against or harassment of any person employed or seeking employment with the Young Americans College of the Performing Arts on the basis of race, color, national origin, religion, sex, gender identity, pregnancy,¹ physical or medical disability, mental condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994).²

College policy also prohibits retaliation against any employee or person seeking employment for bringing a complaint of discrimination or harassment pursuant to this policy, or against a person who assists someone with a complaint of discrimination or harassment, or participates in any manner in an investigation or resolution of a complaint of discrimination or harassment.

College policy is intended to be consistent with the provisions of applicable State and Federal laws and College policies. Inquiries regarding YACPA's equal employment opportunity policies may be directed to the YACPA Office, (951) 493-6753 or kdull@youngamericans.org.

¹ Pregnancy includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth
² Service in the uniformed services includes membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services.