

CURRY SUMMER MUSIC CAMP AT NAU EMPLOYMENT APPLICATION

Please print in Black Ink or Type

An original signature is required on the conditions of Employment page of every application you submit. Unsigned applications will be considered incomplete and invalid. Applications must be filled out completely, even if a résumé is attached. This includes correct and complete addresses and phone numbers with area codes, for all prior employments and educational institutions.

The content and format of this application is not to be modified in any way. Any modifications to the content or format of this application may disqualify the applicant from being considered for the position or be grounds for immediate termination.

It is suggested that you keep a copy of your application for your records. Once submitted, the application and any attached documents become the property of Northern Arizona University and the Curry Summer Music Camp (CSMC).

NAU and the CSMC reserve the right to request an investigative report in order to verify information on your application and to obtain data regarding your character, general reputation, personal characteristics, or other relevant information. Because positions within the CSMC are security sensitive, a criminal and employment history background check will be performed prior to employment offer. Most positions also require a fingerprint check completed through the University. There will be no charge to you for either verification.

NAME: _____

POSITION: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

If you are an individual with a disability and need reasonable accommodation to participate in the hiring process, please contact the Affirmative Action office at 523-3312/TTD; 523-1006; OI Box 4083

The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least forty. A mandatory retirement age has been eliminated for all individuals. Are you over 18 years old? _____

Are you a citizen of the United States? _____ If not, do you hold the legal right to be employed in the United States? _____

If you are not a citizen but have the legal right to be employed, please provide your Visa number _____

If hired, you will be required to submit proof of identity and eligibility to work in the United States as required by the Immigration Reform and Control Act of 1986.

In submitting this application, I understand that false statements will disqualify me for employment or cause my subsequent dismissal. I also understand that, if accepted for employment, I shall be required to sign a loyalty oath in addition to providing proof of identity and eligibility to work in the United States (in compliance with the Immigration Reform and Control Act of 1986), as a condition to receiving any compensation from the University. In connection with this application, I authorize all corporations, companies, credit agencies, education institutions, persons, law enforcement agencies, military services, and former employers to release information that they may have about me to Northern Arizona University, Curry Summer Music Camp, and its agents and release them from any liability for doing so. However, I specifically waive any right I have under Arizona Revised Statutes Section 23-1361.B or otherwise to receive or examine a copy of any written communication regarding employment furnished by any former or current employer of mine. This authorization, in original or copy form, shall be valid for this and any future reports that may be requested. I further understand and agree that, if employed by the university and Curry Summer Music Camp, I will have no expectation of privacy in desks, files, locker, vehicles, or any other property owned by the university and/or Curry Summer Music Camp. If I accept employment as a non-exempt employee, I agree to work overtime when requested to do so and I understand that employment is probationary, and that successful completion of probation does not guarantee permanent employment. Notice: If you are interviewed or selected as a finalist for a position with Northern Arizona University and/or Curry Summer Music Camp, your application and resume are considered "public records". Public records are required by law to be made available during normal business hours to any person, including the news media, requesting them.

SIGNATURE OF APPLICANT (*unsigned applications are invalid*)

Date

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Social Security #: _____

Date of Birth: _____

☐ I do not have a SSN.

First Name (No Nicknames): _____

Last Name: _____

Maiden or Other Names Formerly Used: _____

Date Last Used (Month/Year): _____

Maiden or Other Names Formerly Used: _____

Date Last Used (Month/Year): _____

Gender: ☐ Male ☐ Female ☐ Choose not to disclose.

Applicant's Email Address: _____

ADDRESS – CURRENT

Street: _____

City: _____ State: _____

Country: _____

Zip Code: _____

Dates Lived in Residence From: _____ To: _____

ADDRESS – PERMANENT

Street: _____

City: _____ State: _____

Country: _____

Zip Code: _____

Dates Lived in Residence From: _____ To: _____

ADDRESS – PREVIOUS (List all other cities/countries where you have lived in the last 7 years starting with the most recent):

Street: _____

City: _____ State: _____

Country: _____

Zip Code: _____

Dates Lived in Residence From: _____ To: _____

ADDRESS – PREVIOUS (List all other cities/countries where you have lived in the last 7 years starting with the most recent):

Street: _____

City: _____ State: _____

Country: _____

Zip Code: _____

Dates Lived in Residence From: _____ To: _____

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DRIVER'S LICENSE INFORMATION – CURRENT (For Valid OR Non-Valid Driver's License Complete the Following):

Name as Appeared on License: _____

Date Issued: _____

Expiration Date: _____

Issuing County: _____ Issuing State: _____

License Number: _____

DRIVER'S LICENSE INFORMATION – PREVIOUS (For Valid OR Non-Valid Driver's License Complete the Following):

Name as Appeared on License: _____

Date Issued: _____

Expiration Date: _____

Issuing County: _____ Issuing State: _____

License Number: _____

EDUCATION INFORMATION (High School/Secondary Information)

School Name: _____

Street: _____

City: _____ State: _____

Country: _____ GPA: _____ Level: _____

Diploma Earned: ☐ Yes ☐ No GED Earned: ☐ Yes ☐ No

Dates Attended From: _____ To: _____

EDUCATION INFORMATION (University/Post-Secondary Information)

School Name: _____

College Name: _____

Street: _____

City: _____ State: _____

Country: _____ GPA: _____ Level: _____

Degree Earned: ☐ Yes ☐ No Field of Study: _____

Dates Attended From: _____ To: _____

Type of Degree Earned: ☐ Associates ☐ Bachelor ☐ Master ☐ Doctorate ☐ Certificate ☐ Other

EDUCATION INFORMATION (University/Post-Secondary Information)

School Name: _____

College Name: _____

Street: _____

City: _____ State: _____

Country: _____ GPA: _____ Level: _____

Degree Earned: ☐ Yes ☐ No Field of Study: _____

Dates Attended From: _____ To: _____

Type of Degree Earned: ☐ Associates ☐ Bachelor ☐ Master ☐ Doctorate ☐ Certificate ☐ Other

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EMPLOYMENT INFORMATION (Begin with Most Current)

If any employment was through a temporary staffing service please list the name, address, and phone number for the agency (not the company name of the temporary assignment) as that is where we will need to verify the employment. Please list the name of the most recent manager or supervisor through the temporary assignment in the Employer Contact Name Field.

Type of Employment to Verify: ☐ Current ☐ Previous ☐ Volunteer ☐ Temporary ☐ Self ☐ Unemployment

Company Name: _____

Street: _____

City: _____

State: _____ Zip Code: _____

Phone Number: _____

Department Worked In and Position: _____ Salary: _____

Contact Name and Title: _____

Can we contact this employer?: ☐ Yes ☐ No ☐ May contact after: _____

Reason for Leaving: _____

Start Date (Month/Day/Year): _____

End Date (Month/Day/Year): _____

Type of Employment to Verify: ☐ Current ☐ Previous ☐ Volunteer ☐ Temporary ☐ Self ☐ Unemployment

Company Name: _____

Street: _____

City: _____

State: _____ Zip Code: _____

Phone Number: _____

Department Worked In and Position: _____ Salary: _____

Contact Name and Title: _____

Can we contact this employer?: ☐ Yes ☐ No ☐ May contact after: _____

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Company Name: _____

Street: _____

City: _____

State: _____ Zip Code: _____

Phone Number: _____

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Reason for Leaving: _____

Start Date (Month/Day/Year): _____

End Date (Month/Day/Year): _____

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PROFESSIONAL REFERENCES

Reference Name: _____
Employer: _____
Street: _____
City: _____
State/Zip Code: _____
Phone Number: _____
Relationship: _____
Length of Relationship: _____

Reference Name: _____
Employer: _____
Street: _____
City: _____
State/Zip Code: _____
Phone Number: _____
Relationship: _____
Length of Relationship: _____

Reference Name: _____
Employer: _____
Street: _____
City: _____
State/Zip Code: _____
Phone Number: _____
Relationship: _____
Length of Relationship: _____

Reference Name: _____
Employer: _____
Street: _____
City: _____
State/Zip Code: _____
Phone Number: _____
Relationship: _____
Length of Relationship: _____

PERSONAL REFERENCES

Reference Name: _____
Street: _____
City: _____
State/Zip Code: _____
Phone Number: _____
Relationship: _____
Length of Relationship: _____

Reference Name: _____
Street: _____
City: _____
State/Zip Code: _____
Phone Number: _____
Relationship: _____
Length of Relationship: _____

Reference Name: _____
Street: _____
City: _____
State/Zip Code: _____
Phone Number: _____
Relationship: _____
Length of Relationship: _____

Reference Name: _____
Street: _____
City: _____
State/Zip Code: _____
Phone Number: _____
Relationship: _____
Length of Relationship: _____

PROFESSIONAL LICENSE

Description: _____
License Number: _____
State: _____
Agency: _____
Date Issued: _____
Date Expired: _____

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Please briefly explain why you would like to work for the Curry Summer Music Camp at NAU and what sets you apart from other applicants. How will your employment benefit our organization and campers? *(Feel free to attach additional pages as needed)*

Please provide any additional information which may more fully describe your qualifications, skills, experience, education, background, and interests.