



**VISUAL
ARTS
CENTER**

210 Maud Street ● Punta Gorda, FL ◆ 33950
www.VisualArtCenter.org

941.639.8810 ■ ExecDir@VisualArtCenter.org

APPLICATION FOR EMPLOYMENT

Please complete pages 1-5; page 6 is optional.

Date

Name

Last

First

Middle

Maiden

Present Address

Number/Street

City

State

Zip

Home Phone

Cell Phone

Email

If under 18, please list age

Days/hours available to work

Position applied for (1) _____

and salary desired (2) _____

No Preference

Thursday

Monday

Friday

Tuesday

Saturday

Wednesday

Sunday

How many hours can you work weekly?

Can you work nights? No Yes

Employment desired FULL-TIME ONLY PART-TIME ONLY FULL- OR PART-TIME
 TEMPORARY

When are you available for work?

TYPE OF SCHOOL
(High School, College,
Business or Trade
School, etc.)

**NAME OF
SCHOOL**

LOCATION
(Complete mailing address)

**NUMBER OF
YEARS
COMPLETED**

**MAJOR &
DEGREE
OBTAINED**

VISUAL ARTS CENTER APPLICATION FOR EMPLOYMENT

Work Experience

Please list your work experience (including any military experience) beginning with your most recently held job. If you were self-employed, give firm name. Attach additional sheets if necessary.

Name of employer		Name of last supervisor	Employment dates	Pay or salary
Address				
City, State, Zip Code				
Phone number				
	Your last job title			

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of employer		Name of last supervisor	Employment dates	Pay or salary
Address				
City, State, Zip Code				
Phone number				
	Your last job title			

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of employer		Name of last supervisor	Employment dates	Pay or salary
Address				
City, State, Zip Code				
Phone number				
	Your last job title			

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

May we contact your present employer? Yes No

Did you complete this application yourself? Yes No

If not, list name of person completing the application: _____

VISUAL ARTS CENTER APPLICATION FOR EMPLOYMENT

PLEASE READ CAREFULLY BEFORE SIGNING

If you are hired, this application will become a part of your official employment record.

By signing below, and in exchange for the consideration of my job application by the Visual Arts Center, I understand and agree that:

- Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, policy statements, and the like as they may exist from time to time, or other Visual Arts Center practices, shall serve to create an actual or implied contract of employment with the Visual Arts Center, or to confer any right to remain an employee of the Visual Arts Center, or otherwise to change in any respect the employment-at-will relationship between the Visual Arts Center and the undersigned. I further understand that the employment-at-will relationship means that, both the undersigned and the Visual Arts Center may end the employment relationship at any time without specified notice or reason. If employed, I understand that the Visual Arts Center may unilaterally change or revise, policies and procedures. The nature of this employment-at-will relationship cannot be altered except by a written instrument signed by the Executive Director of the Visual Arts Center.
- The information provided by me in this application is accurate and complete. I understand that, if I am hired, this application will become a part of my official employment record. I understand that any misrepresentation or omission of facts in this application may result in my dismissal at any time without any previous notice.
- The Visual Arts Center has my permission to contact schools, previous employers (unless otherwise indicated), references, and others in order to verify the accuracy of the information contained in this application. I hereby release the Visual Arts Center from any liability as a result of such contact.
- Any claim or lawsuit I may have relating to my employment with the Visual Arts Center must be filed by me in the appropriate court no more than six (6) months after the date of the employment action that is the subject of any claim or lawsuit I may have. I hereby waive any right I may have to any statute of limitations (period of time in which a lawsuit may be filed) that is greater than six months.

Signature of Applicant

Date

The Visual Arts Center is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, national origin, citizenship, age, or disability. We assure you that your opportunity for employment with the Visual Arts Center depends solely on the results of your participation in the complete selection process.

Please return completed forms to:
execdir@visualartcenter.org