

# sarasota orchestra™

709 North Tamiami Trail  
Sarasota, FL 34236  
941-953-4252

## EMPLOYMENT APPLICATION

SO is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, age, disability, marital status or national origin. In accordance with the Americans with Disabilities Act, SO will provide reasonable accommodation upon request to applicants to facilitate the application process. This is a Drug-Free Workplace.

### ABOUT YOU

Name \_\_\_\_\_

Address \_\_\_\_\_ How Long? \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # \_\_\_\_\_ Other # where you can be reached \_\_\_\_\_

Email \_\_\_\_\_

Do you have relatives or friends presently working for Sarasota Orchestra? \_\_\_\_\_ Yes \_\_\_\_\_ No

Name \_\_\_\_\_

Are you 18 years of age or over? \_\_\_\_\_ Yes \_\_\_\_\_ No

*(If not, employment is subject to verification that you are of legal minimum age and can furnish any required work permit.)*

### JOB INTEREST

Position(s) Desired \_\_\_\_\_

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Relief \_\_\_\_\_ Temporary (\_\_\_\_\_ Hours per week desired)

Salary Requirements \_\_\_\_\_

Date you will be available to begin work \_\_\_\_\_

Why do you want this position? \_\_\_\_\_

### EDUCATION AND TRAINING

Circle Highest Grade Completed    1   2   3   4   5   6   7   8   9   10   11   12

HIGH SCHOOL    Name \_\_\_\_\_ City/State \_\_\_\_\_

Did you graduate? \_\_\_\_\_ Yes \_\_\_\_\_ No    Date \_\_\_\_\_

Receive G.E.D.? \_\_\_\_\_ Yes \_\_\_\_\_ No    Date \_\_\_\_\_

COLLEGE,    Name \_\_\_\_\_ City/State \_\_\_\_\_  
UNIVERSITY

Dates of Attendance: From \_\_\_\_\_ to \_\_\_\_\_

OR OTHER    Field of Study \_\_\_\_\_  
SCHOOL

Type of Degree Obtained \_\_\_\_\_ Date \_\_\_\_\_

Other Education or Training \_\_\_\_\_

Name of Facility \_\_\_\_\_ City/State \_\_\_\_\_

Dates of Attendance: From \_\_\_\_\_ to \_\_\_\_\_

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**DRIVING RECORD**

If you are applying for a position that requires driving a vehicle, please provide the following information:

Driver's License No. \_\_\_\_\_ State \_\_\_\_\_ Expiration \_\_\_\_\_

Has your license ever been revoked or suspended? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain: \_\_\_\_\_

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**EMPLOYMENT HISTORY**

List all places of employment over the past five years, including Military Service. Please account for all self-employment and gaps in employment. If you were employed under a different name, please provide that name (\_\_\_\_\_). If you have had more than 3 employers in the past 5 years, ask for an additional page.

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Employer \_\_\_\_\_ Supervisor \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone # \_\_\_\_\_

Position Held \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Salary \_\_\_\_\_/per \_\_\_\_\_ May we contact? \_\_\_\_\_ Yes \_\_\_\_\_ No

Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

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Employer \_\_\_\_\_ Supervisor \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone # \_\_\_\_\_

Position Held \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Salary \_\_\_\_\_/per \_\_\_\_\_ May we contact? \_\_\_\_\_ Yes \_\_\_\_\_ No

Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

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Employer \_\_\_\_\_ Supervisor \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone # \_\_\_\_\_

Position Held \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Salary \_\_\_\_\_/per \_\_\_\_\_ May we contact? \_\_\_\_\_ Yes \_\_\_\_\_ No

Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

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**PROFESSIONAL REFERENCES** (Include persons other than relatives and employers)

Name \_\_\_\_\_ Occupation \_\_\_\_\_ Years Known \_\_\_\_\_

Address \_\_\_\_\_ Day Phone \_\_\_\_\_

Name \_\_\_\_\_ Occupation \_\_\_\_\_ Years Known \_\_\_\_\_

Address \_\_\_\_\_ Day Phone \_\_\_\_\_

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**GENERAL INFORMATION**

Do you smoke? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, how much? \_\_\_\_\_

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**BACKGROUND INFORMATION**

Are you legally eligible for employment in the U.S.? \_\_\_\_\_ Yes \_\_\_\_\_ No

*(You will be required to provide proof upon employment)*

Have you ever committed or been convicted of a crime, entered a plea of nolo contendere (no contest) to a crime or received a suspended sentence (regardless of the ultimate adjudication) for a crime?

\_\_\_\_\_ Yes \_\_\_\_\_ No If Yes, please explain \_\_\_\_\_  
*(A criminal record will not necessarily be a bar to employment)*

Have you ever been sued for causing the death of, or injury to any person, or any property damage (e.g., for assault, battery, defamation, etc.)? \_\_\_\_\_ Yes \_\_\_\_\_ No If Yes: Date \_\_\_\_\_  
Please explain the nature of the claims in the lawsuit(s) and disposition(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any commitments, including non-compete agreements or any other restrictive covenants to any other entity, business or person that might affect your employment with Sarasota Orchestra?

\_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please explain \_\_\_\_\_

If you are applying for a position that requires state or national registration, certification or license, you must furnish current proof of registration, certification or license.

Registration, Certification or License No. and Type \_\_\_\_\_  
Year \_\_\_\_\_ State(s) \_\_\_\_\_

Are there any other experiences, skills or qualifications that you feel especially qualify you for work with SO? \_\_\_\_\_  
\_\_\_\_\_

Please review the job description (if applicable) for the position for which you are applying. Are you able to perform the essential job-related functions for that position with or without reasonable accommodation? \_\_\_\_\_ Yes \_\_\_\_\_ No

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**EMERGENCY INFORMATION**

Person to be notified in case of emergency:

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Relationship \_\_\_\_\_ Address \_\_\_\_\_

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**APPLICANT'S STATEMENT**  
**PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING**

I understand that SO will attempt to verify statements made on my application and made during my employment interview. I give permission for my former employers and personal references, as well as law enforcement officials, to answer any questions and to furnish information concerning me. I release SO and all former employers and my references from any liability as a result of the furnishing and receiving of this reference and background information.

I understand that false, incomplete or misleading statements or omissions on this application or any other pre- or post-employment documents may result in disqualification from further employment consideration or termination from employment.

I understand that if I am employed by SO, I must conform to the policies and rules of the SO. I understand that my employment relationship will be at will and I have the right to terminate my employment at any time, with or without notice, with or without cause, and that SO has a similar right. I understand my employment by SO does not constitute a guarantee that any position be continued for any length of time or that any job assignment or shift be permanent. I understand that I may be required to work scheduled and unscheduled overtime and scheduled weekend and holiday work when requested by SO.

I consent and agree to take any pre-employment physical examinations and such future physical examinations and any drug or alcohol tests as part of or separate from any such physical examinations, as may be required by Federal or State law/regulation, as well as SO's policy.

The Immigration Reform and Control Act of 1986 requires that, after employment, employers verify the legal work authorization and identity of all new employees. An offer of employment will depend upon SO's ability to verify this necessary information.

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Date

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Applicant's Signature

Thank you for completing this application form and for your interest in employment with us. Due to the volume of applications received, we may not interview every applicant. In the event you are selected for interview, we will contact you. Applications are considered inactive after 30 days from date of application unless renewed, in writing, by the applicant at this location.

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

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