Application for At Will Employment

PIPESTONE PERFORMING ARTS CENTER
104 E MAIN ST, P.O. BOX 100
PIPESTONE MN 56164
507-825-2020

Title of specific position for which you are applying

Date of application

Date available for work

Last name

First name

Middle name

Home phone

Address

City

State

Zip

Business phone

Requesting employment: Full-time _____ Part-time _____ Are you over the age of 18? Yes _____ No _____ If no, date of birth

Did you graduate from high school or receive a GED? Yes _____ No _____ School attended

How many years of education have you had? (Circle one) 7 8 9 10 11 12 13 14 15 16 17 18 19 20

Names and locations of colleges, universities, technical schools

Did you graduate? Certificate/degree Course of study

Yes _____ No

Yes _____ No

Yes _____ No

Yes _____ No

Employment history, experience and training ratings are determined by this information (please be complete). List your last 3 to 5 employers.

Employment firm _______________________________________________________________________________________________________________________

Address _____________________________________________________________________________________________________________________________

Phone number ______________________________ Supervisor _______________________________ Supervisor’s title _________________________________

Your title ______________________________ Type of position _____________________________________________________________________________

Principal responsibilities (be complete) ___________________________________________________________________________________________

_______________________________________________________________________________________________________________________________________

_______________________________________________________________________________________________________________________________________

Hours per week ________ Last salary ________________ Reason for leaving ________________________________

May we contact your present employer? Yes _____ No _____ If no, explain ________________________________________________________________

_______________________________________________________________________________________________________________________________________
Relevant current professional memberships, registrations, or licenses, include date when first issued.

_____________________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________________

Job-relevant volunteer and unpaid work experience

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<th>Kind of volunteer activity</th>
<th>Major responsibilities</th>
<th>Hours per month</th>
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Describe any additional experience or training that qualifies you for this job.

_____________________________________________________________________________________________________________________________________
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In accordance with the Immigration Reform and Control Act of 1986, the Pipestone Performing Arts Center hires only U.S. citizens and lawfully authorized alien workers. If hired, you will be required to provide written documentation of citizenship or legalized alien program. Failure to provide said documentations will result in dismissal.

Minnesota Statute Section 518.611 Subdivision 8, requires employers to obtain information from all new employees regarding court-support obligations that are required by law to be withheld from income. If hired, you will be required to provide such documentation. Failure to provide said documentation will result in dismissal.

Give the name of four people other than relatives who can be contacted regarding you qualifications, work habits, and character.

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<tr>
<th>Name</th>
<th>Present Address</th>
<th>Telephone</th>
<th>Position and relation to your work</th>
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We welcome you as an applicant for employment with the Pipestone Performing Arts Center. It is the PPAC’s policy to provide equal opportunity in employment. The Pipestone Performing Arts Center will not discriminate on the basis of race, age, religion, national origin, marital status, disability, sex, sexual orientation, status with regard to public assistance, or any other basis protected by law.

THE PIPESTONE PERFORMING ARTS CENTER IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The Pipestone Performing Arts Center has the right to verify information provided in the application. I may be discharged if there are any misrepresentations on this application or my resume or made by me in an interview which may be discovered now or anytime in the future. False information or misrepresentation may also subject me to the penalty provisions of M.S.§ 43A.39.

In connection with this application for employment, I authorize the Pipestone Performing Arts Center and any agent acting on its behalf to conduct an inquiry into any job-related information contained in this application, including, but not limited to, my records maintained by an educational institution relating to academic performance such as transcripts. Moreover, I hereby release the Pipestone Performing Arts Center and any agent acting on its behalf from any and all liability of whatsoever nature by reason of requesting such information, from any person.

Yes ______ Yes, but not present employer until job is offered ________ No (we may be unable to hire you without this information) ________

Maiden or previous Name __________________________________________ You are not legally obligated to provide it, however, failure to provide information may result in the inability to conduct previous educational or employment history checks.

I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. I agree and understand that any false statements or omission of information contained in this application or any supplemental materials I submit may disqualify me from further consideration for employment or result in immediate dismissal if discovered at a later date. I hereby acknowledge that I have read and I understand the information below.

Date __________________________ Signature (do not print) __________________________