

Art City Music and Dance Academy

Office Staff Job Application

First Name:	Last Name:	Phone Number:
Address:	City:	State, Zip:
SSN:	Email address:	Date of application:

Position Applying for: _____

How did you hear about the position: _____

Can you give a 2 year commitment?: _____ Education/Degrees: _____

What days and hours are you available to work?: _____

How many hours per week are you interested in working?: _____

Briefly explain what you have studied in school (all subjects), computer skills, phone skills, etc. Please describe skills that would make you a good candidate for this position.

Briefly describe any experience you have working in an office, with customer service, managing projects, working with people, etc.

What background do you have in music and/or dance and in the teaching of these or any other disciplines?

Please describe your strengths as an employee. Why do you wish to work here?

Finally, are there any other comments you would like to make regarding this position?

I authorize the Art City Music and Dance Academy to do a full background check as a part of my application process.

Signature

Please Print Name

Date

Job History

Company	Position
Dates	Wage/Salary
Responsibilities	
Accomplishments	

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