

# NEW HAMPSHIRE INSTITUTE OF ART

## APPLICATION FOR EMPLOYMENT

The New Hampshire Institute of Art (NHIA) does not discriminate in hiring or employment on the basis of age, race, color, creed, religion, sex, marital status, sexual preference, national origin, age, disability, sexual orientation, genetic predisposition, carrier status, veteran status or any other characteristic protected by law. No question on this application is intended to secure information to be used for such discrimination.

DATE \_\_\_\_\_

NAME:

Last

First

M.I.

ADDRESS:

Street

City

State

Zip

Telephone:

Email:

List the addresses you have lived at over the past ten years:

Social Security #:

-

-

Are you under 18 years of age?

Are you legally eligible for employment in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

(Any offer of employment is conditioned upon proof of employment authorization as required by federal law).

In case of emergency notify:

Name

Address

Telephone #

Position(s) applied for:

Rate of pay expected:

Available to begin work:

Available:

Full-time

Part-time

Specify days/hours:

If hired, would you be able to perform all the functions of this position: \_\_\_ Yes \_\_\_ No

Please describe, if you wish, how you would be able to perform, with or without any reasonable accommodation, the functions of the position for which you have applied:

Were you previously employed by us?

If yes, when:

**BACKGROUND CHECK:** As part of the application process, we may require an authorized criminal records check from an appropriate State or other authorized organization indicating any record of criminal convictions that you may have. In certain instances, this background check is required of us by the rules and regulations of this state and their authorized agencies.

Have you ever been disciplined by a student or faculty judicial board for misconduct, or have you been arrested for or convicted of a crime that has not been annulled by a court, including sex-related or child abuse offenses?

\_\_\_ yes \_\_\_ no If yes, please explain: \_\_\_\_\_

**EDUCATION:**

High School: \_\_\_\_\_ Years Completed \_\_\_\_\_ Diploma: Yes No GED: Yes No

College: \_\_\_\_\_ No. of years completed: \_\_\_\_\_

College Major: \_\_\_\_\_ Degree: \_\_\_\_\_

Other Schooling: \_\_\_\_\_

Where / how did you learn of this opening? \_\_\_\_\_

List experiences, skills &/or qualifications, you feel, could mutually benefit you & NHIA in an employment situation:  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES:** List names of 2 persons not related to you whom you have known at least 1 year in a business relationship:

Name \_\_\_\_\_ Address \_\_\_\_\_ Business \_\_\_\_\_ Daytime Phone \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

**EMPLOYMENT:** List most recent employer first. Include U. S. Military Service. You may include volunteer positions.

Dates (Mo/Yr)	Employer Name/Address/Telephone	Immediate Supervisor Name	Position	Salary	Reason for Leaving
From:					
To:					
From:					
To:					
From:					
To:					
From:					
To:					

**PLEASE READ BEFORE SIGNING:** I hereby certify that all statements made by me on this application and accompanying resume (if any) are true and correct to the best of my knowledge and belief, and that I have withheld nothing that would, if disclosed, materially affect my application unfavorably. I hereby grant NHIA permission to verify such statements and information. I understand that any misrepresentation or omission of information made by me during the recruitment process may be considered as sufficient cause for rejection of this application or, if employed, termination.

I, \_\_\_\_\_, hereby authorize the release of my employment dates, evaluations of working performance, opinions and any other relevant information to NHIA or its agents. If applicable, this is to authorize the Registrar/ Placement Office to release my educational transcript and information in my placement records to NHIA. I hereby release all parties with such relevant information and NHIA from any liability on account of such disclosures.

I acknowledge that this application is not, and is not intended to be, a contract of employment. I understand and agree that, if hired, my employment is for no definite period of time (unless specified by a separate agreement), and may, regardless of the date of payment of my wages or salary, be terminated at any time (unless specified by a separate agreement).

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_