



Manchester Campus | 148 Concord Street, Manchester, NH 03104
Sharon Arts Center Campus | 457 NH Route 123, Sharon, NH 03458
844-205-6442 | www.nhia.edu

APPLICATION FOR EMPLOYMENT

The New Hampshire Institute of Art (NHIA) does not discriminate in hiring or employment on the basis of age, race, color, religion, sex, pregnancy, marital status, national origin, age, physical or mental disability, sexual orientation, genetic information, military or 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. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

NAME:

Last

First

M.I.

ADDRESS:

Street

City

State

Zip

Telephone:

Email:

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

Are you under 18 years of age? Yes No

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 explained in the job description of this position with or without reasonable accommodation: Yes No

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:					

NOTICE: 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. If I am offered employment, I understand that the offer may be contingent upon the successful results of a pre-employment physical and drug test, references and criminal background check.

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 and compensation are for no definite period of time (unless specified by a separate agreement signed by the President), and may, regardless of the date of payment of my wages or salary, be terminated at any time.

I have read the above Notice Section or have had someone read or explain to me, and I fully understand it.

DATE:

SIGNATURE: