

KAATSBAAN

INTERNATIONAL DANCE CENTER, INC.



Employment Application Form Position: Executive Director of Operations

Name _____ Date of Birth _____

Telephone _____ Email _____

Current Address _____

How did you hear about this position? _____

If hired, when would you be available to start? _____

Do you have prior, first-hand experience in any of the following areas and if so, please elaborate:

Working for a non-profit organization _____

Financial Management _____

Staff Supervision _____

Community Outreach _____

Fundraising _____

Grant Writing _____

Development and Promotion _____

Media and Communications _____

Computer Skills _____

Artist or Performer _____

Education

Level	School Name and Location	Years Attended	Degree

Employment History

Employer	Position	Salary	Duration of Employment

References

Name	Telephone/Email	Relation to Applicant

Are you a U.S. citizen or otherwise have legal documentation proving your right to work?_____

Have you ever been convicted of a crime and if so, what?_____

Please read the following, and sign below.

I certify that I have not purposely withheld information that might adversely affect my chances for hiring. I attest to the fact that the answers given by me are true & correct to the best of my knowledge and ability. I understand that any omission (including any misstatement) of material on this application or on any document supplied can be grounds for rejection of the application or, if I am employed by this organization, terms for my immediate expulsion.

I am aware that a background check may be conducted as a part of considering my application. I permit Kaatsbaan International Dance Center to examine my record of employment, education record and any other information I have provided. I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them without giving me prior notice of such disclosure. In addition, I release the organization, my former employers and all other persons, organizations, corporations, partners, collaborators and associations contacted from any and all claims, demands or liabilities arising out of or in any way related to such examination or revelation.

Applicant Signature_____

Today's Date_____