



Artists & Makers Studios Employment Application

EQUAL OPPORTUNITY EMPLOYER:

Artists & Makers Studios (A&M) provides equal employment opportunity to all staff and applicants. No person is to be discriminated against in employment because of race, color, religion, sex, age, national origin, citizenship status, disability, bankruptcy, or status as a disabled veteran, veteran of the Vietnam war or veteran of any other era, military, genetic information or any other classification protected by federal laws. In addition, A&M complies with applicable state and local laws governing nondiscrimination in employment in every location in which A&M has facilities and staff.

DRUG & SMOKING POLICY:

A&M prohibits the use of illegal or unauthorized drugs, alcohol and tobacco in all forms while on our property. This includes the buildings and parking lots.

Applicant's Signature: _____ Date: _____

PERSONAL INFORMATION

Last Name: _____ First Name: _____ MI: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Primary Telephone #: _____ Date of Birth: _____

EMPLOYMENT AVAILABILITY

Position Applying For:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> I am a working artist
Date Available to Start:	Hours Available:	Salary Desired: \$ _____ /hour
Are you 21 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you legally permitted to work in the U.S? <input type="checkbox"/> Yes <input type="checkbox"/> No	

If you are a working artist, what is your practice: _____

Will you be interested in using the office/studio for additional hours during the week for your own practice? _____

Have you ever worked at any art center or art school? No Yes If yes, what school and position? _____

Have you ever been convicted of a crime? No Yes When? _____ Where? _____

If yes, please explain the circumstances and final disposition _____

(A prior conviction will not be an absolute bar to employment.)

Have you ever been licensed and bonded in relation to employment? No Yes If yes, what position did you hold? _____

How did you hear about A&M? Advertisement Artist Internet (what site) _____ Other _____

PHYSICAL DEMANDS AND WORK ENVIRONMENT REQUIREMENTS

All Staff Members must be able to:

- Yes No Lift fifty pounds.
- Yes No Lift and carry/load/move tables, chairs, boxes, pedestals and more.
- Yes No Sustain a high level of energy and positive attitude.
- Yes No Proficiency in WORD, Excel, online research skills, basic accounting.
- Yes No Positive can-do attitude.
- Yes No Personal transportation.
- Yes No Possess hearing and visual capabilities to monitor the environment and artist’s/visitor’s wellbeing.

EDUCATION:

Schools	Name & Location	Dates Attended	Course of Study	Degree / Diploma
High School		To		
Community College or College or University		To		
		To		
		To		
Graduate or Professional		To		
		To		
Education, Vocational Schools, etc.		To		
		To		

CERTIFICATES and TRAINING: (First Aid, CPR, etc.)

- 1.
- 2.

Please list any volunteer or student teaching experience you have had:

What are your outside interest, hobbies, clubs, and organizations, etc?

What qualities do you think are important in a management candidate for a position such as the one you are applying for?

WORK HISTORY:				
Current or Last Employer:			Address:	
Job Title:				# Supervised by you:
Date Employed (mm/yyyy):	Starting Salary: \$	Ending Salary: \$	Reason for Leaving:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Job Ended (mm/yyyy):	Duties:			
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Years/Months:		If Part Time, # of hours per week:	
Current or Last Employer:			Address:	
Job Title:				# Supervised by you:
Date Employed (mm/yyyy):	Starting Salary: \$	Ending Salary: \$	Reason for Leaving:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Job Ended (mm/yyyy):	Duties:			
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Years/Months:		If Part Time, # of hours per week:	
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Date Employed (mm/yyyy):	Starting Salary: \$	Ending Salary: \$	Reason for Leaving:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Job Ended (mm/yyyy):	Duties:			
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Years/Months:		If Part Time, # of hours per week:	

PROFESSIONAL REFERENCES:

Please list the names, addresses and telephone numbers of three (3) supervisors or managers we may contact as references:

Name: _____ Telephone: _____ Relationship: _____

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Name: _____ Telephone: _____ Relationship: _____

RECOMMENDATION LETTERS:

Two recommendation letters are appreciated. The letters may be from past employers or character references.

Recommendation letters should be emailed to our executive director, Judith@ArtistsAndMakersStudios.com

I certify that I have given true, accurate, and complete information on this form to the best of my knowledge. In the event confirmation is needed in connection with my work, I authorize institutions, associations, registration, and licensing boards, and others to furnish whatever detail is available concerning my qualifications. I authorize investigations of all statements made in this application and understand that false information of documentation or a failure to disclose relevant information may be grounds for rejection of my applications, disciplinary action, or dismissal if I am employed, and /or criminal action. I further understand that dismissal on unemployment shall be mandatory if fraudulent disclosures are given to meet position qualifications.

If employed, I agree to conform to all A&M rules and regulations and all applicable governmental laws – including confidentiality and non-compete agreements if deemed necessary.

Applicant's Signature: _____ **Date:** _____

OUR CURRENT CENTERS

MARYLAND

Artists & Makers Studios

11810 Parklawn Drive
Suite 210
Rockville, MD 20852
Flagship Location

ARIZONA

Artists & Makers Studios – Oro Valley

11061 North Oracle Road
Suite 150
Oro Valley, AZ 85373
Steam Pump Village