



PROFESSIONAL STAFF APPLICATION FORM - (PRINT OR TYPE ONLY)

Saint Paul Conservatory for Performing Artists, 75 W 5th St, Suite 522, Saint Paul, MN 55102
Telephone: (651) 290-2225 Fax: (651) 290-9000 www.spcpa.org

Carefully read the minimum qualifications listed of the job posting to determine if you have the qualifications needed. The selection process for positions with the St. Paul Conservatory for Performing Artists is a resume-based, skill-matching process.

1. PERSONAL INFORMATION:

Last Name First Name Middle Initial

PERMANENT ADDRESS: Street City State/Zip Telephone

CURRENT ADDRESS: Street City State/Zip Telephone

CELL NUMBER E-Mail Address

TRA Number, if member: Social Security Number:

2. AVAILABILITY:

For what position are you applying?

Availability Date:

3. EDUCATION AND TRAINING:

Table with 3 columns: College(s) or University(ies) Attended, Major(s) Minor(s), Degree

Name and level of thesis or dissertation if applicable:

State or other certificate(s) or license(s) held:

File Folder Number: Copy of Licensure or University Certification of

License eligibility required to be submitted with application.

Additional relevant training (use extra sheet if necessary):

ARE YOU A VETERAN? YES NO ARE YOU THE SPOUSE OF A DECEASED OR DISABLED VETERAN? YES NO

HOW DID YOU HEAR OF THIS POSITION:



4. EXPERIENCE (List complete employment history, but do not provide dates of employment for jobs held more than five years ago.)

Please furnish information in sufficient detail to enable the Board of Directors to determine your qualifications for the position(s) available. Start with your PRESENT POSITION, if any, and work back. Show each position you have held since receiving your most recent degree. Show each professionally relevant position prior to that.

If you were employed under a name other than the one used on this application, please indicate it under "OTHER NAME."

Use continuation sheet in this same format if necessary.

Are you presently employed? _____

May inquiry be made of your present employer? _____

A. Dates of Employment: (m/y) _____ to _____ Starting Salary _____ Ending _____

Name and address of employer _____

Telephone: _____

Name and position of immediate supervisor: _____

Title of your position: _____

Description of Work: _____

Other Name: _____

Reason for Leaving: _____

B. Dates of Employment: (m/y) _____ to _____ Starting Salary _____ Ending _____

Name and address of employer _____

Telephone: _____

Name and position of immediate supervisor: _____

Title of your position: _____

Description of Work: _____

Other Name: _____

Reason for Leaving: _____

C. Dates of Employment: (m/y) _____ to _____ Starting Salary _____ Ending _____

Name and address of employer _____

Telephone: _____

Name and position of immediate supervisor: _____

Title of your position: _____

Description of Work: _____

Other Name: _____

Reason for Leaving: _____

D. Dates of Employment: (m/y) _____ to _____ Starting Salary _____ Ending _____

Name and address of employer _____

Telephone: _____

Name and position of immediate supervisor: _____

Title of your position: _____

Description of Work: _____

Other Name: _____

Reason for Leaving: _____



5. PROFESSIONAL QUESTIONS

Honors, prizes, fellowships, and professional societies: _____

Articles or books published: _____

Describe briefly your most significant planning experiences in areas such as staff development, educational planning, curriculum development, and supervision:

6. PERSONAL STATEMENT

On a separate sheet, describe the professional contribution you hope to make as an employee of the St. Paul Conservatory for Performing Artists, and how your education and professional experience have helped prepare you to make this contribution. Elaborate on any special qualifications you have for this position. Please limit this communication to two pages.

7. REFERENCES

List two to four people, other than relatives, with definite knowledge of your ability and character, who we may contact concerning your application.

NAME ADDRESS WORK TELEPHONE

IF NOT INCLUDED IN THE CREDENTIAL FILE SUBMITTED, please have at least three letters of reference sent directly to us by persons familiar with your professional competency. They may be the same as you list in Item 7.

8. Have you ever been convicted of any crime (other than a minor traffic violation)? ____ Yes ____ No
What was the charge? _____

If yes, what was the disposition of the case? _____

Conviction of a crime is NOT an automatic bar to employment. The conservatory will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

NOTE: If you have a placement file, it is your responsibility to have it sent directly to St. Paul Conservatory in time for consideration with your application.



DATA PRIVACY WAIVER In connection with this application, I hereby authorize any and all former employers and references named in this application, or any agent of such a former employer, to release to St. Paul Conservatory for Performing Artists and its agents any and all information regarding my job performance and fitness/qualifications to perform the position I am presently seeking and any other employment or related information, both public and private, in their possession. I understand that St. Paul Conservatory for Performing Artists will use this information to determine my fitness/qualifications for the position I am seeking. This authorization expires one year from the date of my signature, below. I hereby release St. Paul Conservatory for Performing Artists and all former employers and references listed herein and any and all agents acting on behalf of St. Paul Conservatory for Performing Artists, former employers or references, from any and all liability of whatever nature by reason of requesting or providing such information.

I have carefully read this agreement and fully understand its contents. I have been given the opportunity to review this agreement with legal counsel. I am aware that this is a release of liability and a contract between myself and St. Paul Conservatory for Performing Artists and I have signed it of my own free will.

"I certify that the facts contained in this application form are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing the same to you."

SIGNATURE OF APPLICANT

DATE



AN EQUAL OPPORTUNITY EMPLOYER - St. Paul Conservatory for Performing Artists

NOTICE & COVENANT NOT TO SUE AND RELEASE

As an applicant for a position with St. Paul Conservatory for Performing Artists, and in accordance with the Minnesota Government Data Practices Act, the following information is provided regarding information the St. Paul Conservatory for Performing Artists will collect about you during the application process.

As an applicant to St. Paul Conservatory for Performing Artists, the following information about you will be public, meaning the information is available to anyone who asks to see it: 1) Veteran's Status; 2) Relevant test scores; 3) Rank on eligible list; 4) Job history; 5) Education and training; 6) Work availability; 7) Your name after you have been selected to be interviewed.

You are not required to supply any data, either public or private, as a condition for application to the St. Paul Conservatory for Performing Artists. However, your refusal to provide data requested of you may result in inadequate information for the St. Paul Conservatory for Performing Artists to base its hiring decision.

SIGNATURE OF APPLICANT

DATE

The facts set forth in my application for employment are true and complete, to the best of my knowledge. I authorize investigation of all statements obtained in this application as may be necessary in arriving at an employment decision. In the event of employment, I understand that any omissions, or false or misleading statements contained in this application, the employment interviews, or other selection criteria will be considered sufficient cause for dismissal. I understand that, unless otherwise defined by applicable law, any employment relationship with the St. Paul Conservatory for Performing Artists is of an 'at will' nature: the employee may resign at any time and the St. Paul Conservatory for Performing Artists may discharge the employee at any time, with or without cause. I also understand that in the event of employment, I am required to abide by all rules and regulations of the St. Paul Conservatory for Performing Artists.

SIGNATURE OF APPLICANT

DATE