



Ex'pression College for Digital Arts Employment Application

An Equal Opportunity Employer

Please Print

_____ Date _____ Last Name _____ First Name _____ Middle _____

Present Address

_____ No. & Street _____ City _____ State _____ Zip _____

Permanent Address (if different from present address)

_____ No. & Street _____ City _____ State _____ Zip _____

(____) _____ - _____ Business Phone (____) _____ - _____ Home Phone

Employment Desired

Position applying for: _____

Are you applying for:

Regular full-time work? Yes No
Regular part-time work? Yes No

What days and hours are you available for work? _____

Are you available for work on weekends? Yes No
Would you be available to work overtime, if necessary? Yes No

If hired, on what date can you start work? _____

Salary desired: _____

Personal Information

Have you ever applied to or worked for Ex'pression College before? Yes No

If yes when? _____

Do you have any friends or relatives working for Ex'pression College? Yes No

If yes, state name(s) and relationship:

Name _____ Relationship _____
Name _____ Relationship _____

Why are you applying for work at Ex'pression College?

If hired, would you have a reliable means of transportation to and from work? Yes No

Do you have any other experience, training, qualifications, or skills that you feel makes you especially suited for work at Ex'pression College? Yes No
If so, please explain: _____

Answer the following questions if you are applying for a professional/teaching position:

Are you licensed/certified for the job applied for? Yes No

Name of license/certification: _____ Issuing state: _____

License/certification number: _____

Has your license/certification ever been revoked or suspended? Yes No
If yes, state reason(s), date of revocation or suspension, and date of reinstatement.

Employment History

List below all present and past employment starting with your most recent employer (last five years is sufficient). Account for all periods of unemployment. You must complete this section even if attaching a resume.

Name of Employer Telephone No

Type of Business Your Supervisors Name

Address & Street City State Zip
Dates of Employment: _____ Weekly Pay: _____
From To Starting Ending

Your Position and Duties: _____

Reason for Leaving: _____

May we contact the above employer for a reference? Yes No

Name of Employer Telephone No

Type of Business Your Supervisors Name

Address & Street City State Zip
Dates of Employment: _____ Weekly Pay: _____
From To Starting Ending

Your Position and Duties: _____

Reason for Leaving: _____

May we contact the above employer for a reference? Yes No

Name of Employer

Telephone No

Type of Business

Your Supervisors Name

Address & Street

City State Zip

Dates of Employment: _____ Weekly Pay: _____
From To Starting Ending

Your Position and Duties: _____

Reason for Leaving: _____

May we contact the above employer for a reference? Yes No

Name of Employer

Telephone No

Type of Business

Your Supervisors Name

Address & Street

City State Zip

Dates of Employment: _____ Weekly Pay: _____
From To Starting Ending

Your Position and Duties: _____

Reason for Leaving: _____

May we contact the above employer for a reference? Yes No

Note: Attach additional page(s) if necessary.

Military Service

Have you obtained any special skills or abilities as the result of service in the military? Yes No

If so, describe: _____

References

List below three persons not related to you who have knowledge of your work performance within the last three years.

_____	_____	(____) ____ - ____
First Name	Last Name	Telephone No
_____	_____	_____
Address & Street	City	State Zip
_____	_____	_____
Occupation	No.of Years	

_____	_____	(____) ____ - ____
First Name	Last Name	Telephone No
_____	_____	_____
Address & Street	City	State Zip
_____	_____	_____
Occupation	No.of Years	

_____	_____	(____) ____ - ____
First Name	Last Name	Telephone No
_____	_____	_____
Address & Street	City	State Zip
_____	_____	_____
Occupation	No.of Years	

Please Read Carefully, Initial Each Paragraph and Sign Below

_____ I hereby certify, that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize Ex'pression College to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Ex'pression College, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and Ex'pression College. In addition, I understand and agree that if I am hired by Ex'pression College; my employment will be "at-will." This means my employment is not for any specific period of time and can be terminated by me at any time for any reason. Likewise, Ex'pression College may terminate the employment relationship at any time, with or without cause or advance notice. In addition, Ex'pression College reserves the right to modify my position or duties to meet business needs and to use discretion in deciding on appropriate discipline. Any change to the at-will employment relationship must be by a specific, written agreement signed by me and Ex'pression College's Chief Executive Officer.

_____ Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by Ex'pression College, I am entitled to copies of any such public records obtained by Ex'pression College unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above.

ALTERNATIVE DISPUTE RESOLUTION

_____ In the event of any dispute or claim relating to or arising out of my application for employment or our employment relationship or the termination of that relationship (including, but not limited to, any claims of wrongful termination or age, sex, race, disability or other discrimination), you and Ex'pression College agree that all such disputes shall be fully and finally resolved by binding arbitration conducted before a single neutral arbitrator pursuant to the rules for arbitration of employment disputes by the American Arbitration Association in San Francisco, Ca. The arbitrator shall permit adequate discovery and is empowered to award all remedies otherwise available in a court of competent jurisdiction and any judgment rendered by the arbitrator may be entered by any court of competent jurisdiction. The arbitrator shall issue an award in writing and state the essential findings and conclusions on which the award is based. By executing this application, you are waiving the right to a jury trial with respect to any such disputes, as is Ex'pression College. Ex'pression College shall bear the costs of the arbitrator, forum and filing fees. Each party shall bear its own respective attorneys' fees and all other costs, unless otherwise provided by law and awarded by the arbitrator.

Date

Applicant's Signature