

**EMPLOYMENT APPLICATION**

Film Center

Media Arts Lab

Date: \_\_\_\_\_ Position(s) applying for:  House Staff  Teaching Assistant  
 Counselor in Training (CIT)

**PERSONAL INFORMATION**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Cell Phone Number: \_\_\_\_\_ Home Phone Number \_\_\_\_\_  
Availability (days/hours): \_\_\_\_\_

**EDUCATION HISTORY**

School Attended	Years Attended	Completed?	Degree/Course of Study
Other classes or training:			

**EMPLOYMENT HISTORY**

Please list three previous employers, starting with the most recent and include a copy of your resume:

**Employer/Company :** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Position Held: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Contact: \_\_\_\_\_

**Employer/Company :** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Position Held: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Contact: \_\_\_\_\_

**Employer/Company :** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Position Held: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Contact: \_\_\_\_\_

(If interested in all, please fill out all sections)

If applying for a *Teacher Assistant* or *CIT* position please describe your experience in film production, including equipment and software proficiency.

Please list **specific software titles and equipment** and how many **months and/or years** you have used each item:  
HD Cameras, Macs, iMovie, iStopMotion, Final Draft, Photoshop, Final Cut Pro, Garage Band and Pro Tools, (etc)

If you have any work you have produced viewable online, please give us the web address:

If applying for a *Teacher Assistant* or *CIT* position, please let us know if you have any experience with children:

If applying for a *House Staff* position please include customer service and any other relevant experience and skills:

For any position, please list any safety training you may have (CPR, etc):

**Reference:**

\_\_\_\_\_

Relationship:

(no relatives please)

\_\_\_\_\_

Telephone #:

\_\_\_\_\_

Email:

\_\_\_\_\_

**Reference:**

\_\_\_\_\_

Relationship:

(no relatives please)

\_\_\_\_\_

Telephone #:

\_\_\_\_\_

Email:

\_\_\_\_\_

**Signature:**

\_\_\_\_\_

By typing your name you have created an electronic signature as legally binding as your handwritten signature.

Please fill out and return to Human Resources via:

Email: **jobs@burnsfilmcenter.org** (Please put appropriate subject line according to website description)

Deadline: Please refer to **www.burnsfilmcenter.org**