



eastern music festival

# 2024 SUMMER STAFF APPLICATION

Eastern Music Festival is an Equal Opportunity Employer

## Jobs for which you are applying (Check all that apply)

- Assistant to the Executive Director
- Media & Communications Associate\*
- Outreach Performance Coordinator
- Assistant to the Director of Education
- Assistant Stage Manager (2)
- Assistant Front of House Manager
- Associate Dean of Students
- Counselor (10-12)
- Head Counselor
- Assistant to the Director of Operations
- Guest Artist Liaison (Operations Asst.)
- Assistant Librarian

\*Writing samples required

## Applicant Contact Information (Current)

Last Name	First Name	Middle Name	Preferred Name (Nickname)
Current Street Address		Dates you are at this address	
City	State/Province	Zip/Postal Code	Country
Current Phone	Cell Phone	Email	

## Applicant Contact Information (Permanent - if different from above)

Permanent Street Address		Dates you are at this address	
City	State/Province	Zip/Postal Code	Country
Permanent Phone	Cell Phone	Email	

## Background Information

**Have you ever been convicted or plead guilty or "no contest" to a felony?\***

*\*A "yes" response will not automatically bar employment.*

- Yes     No

An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no record" with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services that did not result in a complaint transferred to the Superior Court for criminal prosecution.

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Have you ever been convicted or plead guilty or "no contest" to a misdemeanor?\***

*\*A "yes" response will not automatically bar employment.*

- Yes     No

Do not include a prior first-conviction for drunkenness, simple assault, speeding, minor traffic violations, or disturbance of the peace, or a conviction for any misdemeanor where the conviction occurred or any prison sentence which ended five or more years ago [whichever date is later], unless you have been convicted of another offense within the last five years.

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I am authorized to work in the U.S.:**

- Yes     No

All applicants hired by EMF will be required to present documentation prior to starting work, that verifies identity and authorization to work in the United States.

**I have a valid U.S. Driver's License:**

- Yes     No

## General Information

**I certify that I am:**

- Between the ages of 18 and 22
- 23 years of age or older

**Highest Level of Education Completed**

- High School
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Doctorate

**Have you ever worked at EMF before?**

- Yes    When: \_\_\_\_\_
- No    Position(s): \_\_\_\_\_

## Special Qualifications

Please indicate any skills, licenses or certifications you believe are applicable to the position(s) for which you are applying:

Computer \_\_\_\_\_

Office / Clerical \_\_\_\_\_

Arts Organizations / Festivals / Non-Profit \_\_\_\_\_

Other \_\_\_\_\_

## References (must include 3)

Reference #1	Last Name	First Name	Title
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Phone	Business Phone	Email
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Reference #2	Last Name	First Name	Title
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Phone	Business Phone	Email
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Reference #3	Last Name	First Name	Title
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Phone	Business Phone	Email
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## Applicant's Certification and Agreement

Check the boxes below indicating that you have read and acknowledge the following:

- Eastern Music Festival (EMF) does not discriminate in hiring on the basis of race, color, religious creed, sex, national origin, ancestry, sexual orientation, physical or mental disability, marital status, veteran, military status, age, or other protected status (under Federal or State law). No question on this application is intended to secure information about any protected status or to be used in a discriminatory manner.
- All applicants hired by EMF will be required to present proof of documentation prior to starting work that verifies identity and authorization to work in the United States in accordance with the Immigration Reform and Control Act of 1986.
- In connection with your application for employment, we may conduct an investigation regarding your character, employment, education, and criminal history prior to extending an offer of employment and at any time during your employment.
- Nothing contained herein should be considered an offer of employment for any length of time.
- I certify that I possess the experience, education, and/or licenses required for the job for which I am applying. I also certify that all statements, information, and documents provided with this application are true, complete, and correct to the best of my knowledge and are made in good faith. I understand that omissions, misleading, false or untrue information, or any attempt at fraud or deceit in any manner connected with this application and subsequent testing may result in my NOT being considered for jobs with EMF; may constitute grounds for discipline and/or termination after hire; and/or may constitute grounds for further actions pursuant to law. I understand that if I am hired, I will be required to abide by the rules and regulations of Eastern Music Festival.

In addition, I understand that my application is not complete until a cover letter, resumé, and any other required materials are received.

Signature of Applicant

Date