

**THE CLEVELAND
ORCHESTRA**

FRANZ WELSER-MÖST
MUSIC DIRECTOR

Musical Arts Association / The Cleveland Orchestra

11001 Euclid Avenue
Cleveland, OH 44106
Human Resources
(216) 231-7300 (phone); (216) 791-4166 (fax)
hr@clevelandorchestra.com

Application for Employment

Applicant Information

Position(s) Applied for: _____ Date of application: ____/____/____

Name: _____
Last First Middle

Address: _____
Street City State ZIP Code

Home Phone: (____) _____ Cell Phone (____) _____ E-mail: _____

Type of employment desired: Full-Time Part-Time On-Call

Date available for work: _____ Desired Salary: _____

Are you eligible to work in the U.S.? YES NO

Have you ever been employed here before? YES NO If yes, provide details _____

If driving is a requirement of the position, have you ever received any motor vehicle violations/tickets? YES NO If yes, provide details _____

Have you ever pled "guilty" or "no contest" to, or been convicted of any crime? (answering "yes" is not an automatic bar to employment; do not include any convictions that have been expunged, sealed, pardoned or otherwise erased) YES NO If yes, please provide details: _____

Employment History

Company: _____ Dates Employed: ____/____ to ____/____

Address: _____ Phone: (____) _____
Street City State ZIP Code

Job Title: _____ Supervisor Name/Title: _____

Position duties and responsibilities: _____

Final Salary: _____ per _____ Reason for Leaving: _____

Company: _____ Dates Employed: ____/____ to ____/____

Address: _____ Phone: (____) _____
Street City State ZIP Code

Job Title: _____ Supervisor Name/Title: _____

Position duties and responsibilities: _____

Final Salary: _____ per _____ Reason for Leaving: _____

Company: _____ Dates Employed: ____/____ to ____/____

Address: _____ Phone: (____) _____
Street City State ZIP Code

Job Title: _____ Supervisor Name/Title: _____

Position duties and responsibilities: _____

Final Salary: _____ per _____ Reason for Leaving: _____

Skills and Qualifications

Please list any special training, skills, licenses, and/or certificates that may assist you in performing the duties of the position for which you are applying. Please list any computer skills, including software programs in which you are proficient, in this section.

Educational Background

School Name	Location (city/state)	Years Completed	Graduated		Degree	Major/Minor
			YES <input type="checkbox"/>	NO <input type="checkbox"/>		
			YES <input type="checkbox"/>	NO <input type="checkbox"/>		
			YES <input type="checkbox"/>	NO <input type="checkbox"/>		

References

Please list the name and telephone number of three professional references (former supervisors if possible).

Name	Telephone	Relationship	Years Known

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Disclosures and Applicant Statements

The Musical Arts Association is an equal opportunity employer. Various federal, state, and local laws prohibit discrimination on the basis of protected characteristics, such as race, color, religion, sex, age, national origin, disability, and veteran status. It is our policy to comply fully with these laws in all phases of the employment process.

I certify that all the information I have provided in order to apply for and secure work with The Musical Arts Association/The Cleveland Orchestra is true, complete and correct. Where I have left an item on this application blank, I have done so because there is no information within its scope.

I expressly authorize The Musical Arts Association, its representatives, employees or agents to contact and obtain information from all references, employers, public agencies, licensing authorities and educational institutions, and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding The Musical Arts Association, its agents, employees or representatives for seeking, gathering and using information obtained in the employment process and all other persons, corporations or organizations for furnishing such information about me. A copy of this form shall serve as my authorization for the release of information and records to The Musical Arts Association.

I understand and agree that any falsification or omission either on this form or in response to questions asked of me, or information provided by me, during the interview process or on employment forms I may subsequently complete, shall be grounds for immediate termination of my employment, or refusal to offer employment, no matter when the falsification or omission is discovered. I also understand that, if hired, my employment is to be "at-will" and that either The Musical Arts Association or I may terminate my employment at any time, with or without cause, unless the "at-will" arrangement is modified by a written agreement signed by the Executive Director. I also understand that I may not rely on any representation or statement to the contrary.

Any offer of employment by The Musical Arts Association is contingent upon completion of a background investigation. I further understand that if I am hired, I will be required to complete an Employment Eligibility Form (I-9 Form) and produce certain documentation to verify my eligibility to work in the United States.

I understand that this application remains current for twelve months. At the conclusion of that time, if I have not heard from The Musical Arts Association and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENTS. I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Applicant Signature: _____

Date: _____