

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any prohibited basis including race, color, age, gender, religion, disability, national origin, or veteran status.



the ORPHEUM | HALLORAN CENTRE
for performing arts & education

EMPLOYMENT APPLICATION

Personal

Name

Last

First

Middle

Address

Street

City

State

Zip Code

Phone Number: (area code) _____

Social Security Number: _____

Are you legally able to work in the U.S.? ____ yes ____ no

Have you previously worked for Orpheum Theatre Group? ____ yes ____ no

Emergency -- notify

Phone Number (area code)

Relationship

General

Driver's License Number

State

Expiration Date

Other than a minor traffic violation, have you been convicted of a criminal offense within the last seven years? ____ yes ____ no

If yes, Charge: _____ Place: _____ Date: _____

Availability

What hours are you available to work? _____ Full-Time ____ Part-Time ____ Seasonal ____

Are you available to work unscheduled hours? ____ yes ____ no Are you willing to relocate? _____

Date you can start: ____/____/____ Salary/Rate desired: _____ Desired Position: _____

Education

	NAME & LOCATION OF SCHOOL	DID YOU GRADUATE	SUBJECTS STUDIED AND DEGREE (S) RECEIVED
High School	_____	_____	_____

College/University	_____	_____	_____

Other (Trade, Bus, etc) _____
Any Special Skills: _____

Employment History:

Account for all periods of employment and list periods of unemployment for the last five years beginning with your present or most recent position. All information including salary may be verified.

May we contact your present employer? _____ yes _____ no

From/To	Employer Name & Address	Supervisor Name & Title	Your Position	Rate Salary	Reason for Leaving
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

References:

Give the names of three people not related to you, whom you have known for at least one year.

Name	Address	Phone (area code)	Years Known
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Other Experience:

Are you a Veteran of the U.S. Armed Forces: Yes/No _____ Branch of Service _____

Discharge Date and Type _____

Are you currently in the National Guard: Yes/No _____ Are you currently scheduled or will you be scheduled in the future for any deployment(s) or term of active duty: Yes/No _____

Are you a graduate of a Law Enforcement Academy: Yes/No _____ Organization: _____

Read This Statement Carefully:

I understand that employment with Memphis Development Foundation (The Orpheum) is at will. The Orpheum or I can terminate this employment relationship at any time, or for any reason, with or without notice and with or without cause. I further understand that neither this application nor any other written or oral communication I may receive from The Orpheum nor any of its employees constitutes or creates a contract of employment.

I authorize The Orpheum or its agents to contact any or all of my former employers listed above and to inquire about my employment there. I release The Orpheum agents or any employer who is contacted from any liability arising out of such inquiry or the response to such inquiry.

I understand that as part of the employment application process that an investigative report may be made whereby information is obtained through third parties. I have the right to make a written request within a reasonable period of time for a complete disclosure of additional information concerning the nature and scope of the investigation.

I certify that the statements contained herein are true to the best of my knowledge and belief. I understand that if I am employed by The Orpheum, any false or misleading statement on this application or during the course of any employment interview may result in disciplinary actions up to and including immediate discharge.

Signature: _____

Date: _____