



## Downing Film Center

An Equal-Opportunity Employer

19 Front Street · Newburgh, NY 12550

845.561.3686/800.974.8592 · www.downingfilmcenter.com · downingfilmcenter@gmail.com

Date of application \_\_\_\_\_

### PERSONAL INFORMATION

Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle initial \_\_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Type(s) of work desired \_\_\_\_\_ SSN \_\_\_\_\_

Home telephone \_\_\_\_\_ Work telephone \_\_\_\_\_ Email address \_\_\_\_\_

Are you 18 or older (Y/N)? \_\_\_\_\_ If you are under 18, do you have a work permit (Y/N)? \_\_\_\_\_

### EMPLOYMENT RECORD

Starting with your current or most recent, list all previous employers. Include self-employment and summer and part-time jobs. Please use a separate sheet if necessary. You may attach a resume, but complete this application as well.

Employer \_\_\_\_\_

Type of business \_\_\_\_\_ Type of job \_\_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Brief description of job duties \_\_\_\_\_

Supervisor's name \_\_\_\_\_ Phone number \_\_\_\_\_

Base salary or hourly rate \_\_\_\_\_ Dates worked: from \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_

Type of business \_\_\_\_\_ Type of job \_\_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Brief description of job duties \_\_\_\_\_

Supervisor's name \_\_\_\_\_ Phone number \_\_\_\_\_

Base salary or hourly rate \_\_\_\_\_ Dates worked: from \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving \_\_\_\_\_

### EDUCATIONAL HISTORY

High school name \_\_\_\_\_ City, state \_\_\_\_\_

Dates attended: from \_\_\_\_\_ to \_\_\_\_\_ Graduated (Y/N)? \_\_\_\_\_

Type of diploma \_\_\_\_\_

Technical/trade school name (after high school) \_\_\_\_\_ City, state \_\_\_\_\_

Major course or subject \_\_\_\_\_

Dates attended: from \_\_\_\_\_ to \_\_\_\_\_ Graduated (Y/N)? \_\_\_\_\_

Type of diploma \_\_\_\_\_

***Please Turn Over***

College name \_\_\_\_\_ City, state \_\_\_\_\_

Major course or subject \_\_\_\_\_

Dates attended: from \_\_\_\_\_ to \_\_\_\_\_ Graduated (Y/N)? \_\_\_\_\_

Degree \_\_\_\_\_

College name \_\_\_\_\_ City, state \_\_\_\_\_

Major course or subject \_\_\_\_\_

Dates attended: from \_\_\_\_\_ to \_\_\_\_\_ Graduated (Y/N)? \_\_\_\_\_

Degree \_\_\_\_\_

#### **MILITARY RECORD (IF APPLICABLE)**

Branch of service \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

Present military affiliation: None      Active reserve      Inactive reserve

#### **PROFESSIONAL/WORK REFERENCES**

Name \_\_\_\_\_ Title/relationship \_\_\_\_\_ Occupation \_\_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone \_\_\_\_\_ Email address \_\_\_\_\_

Name \_\_\_\_\_ Title/relationship \_\_\_\_\_ Occupation \_\_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone \_\_\_\_\_ Email address \_\_\_\_\_

Name \_\_\_\_\_ Title/relationship \_\_\_\_\_ Occupation \_\_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone \_\_\_\_\_ Email address \_\_\_\_\_

May we contact your present employer (Y/N)? \_\_\_\_\_

Date available to start \_\_\_\_\_

Days and hours available to work \_\_\_\_\_

I hereby certify that the information I have provided on this application is true and correct and that I understand that any misrepresentation or omission of fact on my part will be justification for separation from the company's service, if employed. I understand that my employment may be contingent upon receipt of an alien registration number, verification of birth, and any other pertinent information bearing upon my employment and that my continued employment depends on the will of the company or myself.

**SIGNATURE** \_\_\_\_\_ Date \_\_\_\_\_

If any of your educational or employment records are under any name(s) other than the name used on this form, please provide the other name(s).

*The Downing is an equal-opportunity employer, and we do not and will not discriminate on the basis of race, religion, national origin, gender, age, handicap, marital status, or status as a disabled veteran. Information provided on this application will not be used for any discriminatory purpose.*