

**Los Alamos Arts Council  
Executive Director Job Application**

**Los Alamos Arts Council**

Hiring Committee  
PO Box 284  
Los Alamos, NM 87544

Email: laartscouncilpresident@gmail.com

If emailing application, please enter in subject line: LAAC Hiring Committee

**Please include a cover letter with your application stating why you are interested in this position and why your qualifications make you the best candidate. Please attach a resume and any other material which demonstrate your experience and qualifications for this position.**

**Los Alamos Arts Council does not discriminate against applicants based on any protected characteristics, including, but not limited to, race, ethnicity, color, national origin, religion, age, sex, sexual orientation, gender identity, family status, disability, medical or genetic condition or any other basis protected under federal, state or local law.**

Instructions: Print clearly in black or blue ink. Answer all questions. Sign and date the form.

**PERSONAL INFORMATION:**

Name \_\_\_\_\_  
                    First                                    Middle                                    Last

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone Numbers (\_\_\_\_) \_\_\_\_\_ home                      (\_\_\_\_) \_\_\_\_\_ cell

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

Are you eligible to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you been convicted of or pleaded no contest to a felony within the last five years? Yes \_\_\_ No \_\_\_

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

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**POSITION/AVAILABILITY:**

Are you available to work weekends and evenings when required by the job? Yes \_\_\_\_\_ No \_\_\_\_\_

Date you are available to start work? \_\_\_\_\_

**EDUCATION and SKILLS:**

Name and Address of School(s) - Degree/Diploma - Graduation Date

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Skills and Qualifications: Licenses, Skills, Training, Awards, Computer Knowledge

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**EMPLOYMENT HISTORY:**

**Present or Most Recent Position:**

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

Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

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

**Previous Position:**

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

Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

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

May We Contact Your Present (Past) Employer(s)? Yes \_\_\_\_\_ No \_\_\_\_\_

Volunteer History (when appropriate, please provide the names of the organizations, board, committee, and length of time) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**References: Minimum of two must be Professional/Volunteer References**

Name/Title Address Phone

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

I certify that all information I have provided in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future, if I am hired. I authorize the verification of any or all information listed above.

Signature \_\_\_\_\_

Date \_\_\_\_\_