

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 the 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: _____

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

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

EMPLOYMENT HISTORY:

Present or Most Recent Position:

Employer: _____ Address: _____

Supervisor: _____

Phone: _____ Email: _____

Position Title: _____ From: _____ To: _____

Responsibilities: _____

Salary: _____ Reason for Leaving: _____

Previous Position:

Employer: _____ Address: _____

Supervisor: _____

Phone: _____ Email: _____

Position Title: _____ From: _____ To: _____

Responsibilities: _____

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 _____