



Employment Application



Fill out all sections COMPLETELY. Unsigned or incomplete applications will not be considered.

Position(s) Applying For: _____ **Date:** _____

Legal First Name (No Nicknames Please)	Middle Initial	Last Name	
Address	City	State	Zip Code
Home Phone	Cell	Alternate	Fax
Email Address	Social Security Number _____		

Emergency Contact:

Name	Relation to you	Phone	Alternate Phone
Address	City	State	Zip Code

Eligibility:

Are you 18 years or older? Yes No

Are you authorized to work in the U.S. on an unrestricted basis? Yes No

If you are currently working, may we contact your present employer? Yes No

Have you ever been convicted of a criminal offense? Yes No

If yes, please explain _____

Referred By:

Referred by: Classified Ad Friend Festival Employee Who? _____

List any relatives of yours who are working for the Festival: _____

Have you ever worked for the Festival before? Yes No If yes, in what capacity? _____

Education:

Highest Grade Completed (circle one): _____ College: _____ Degree? _____
 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4

Any Graduate Studies or Trade School? _____

Any Special Certifications or Training? _____



Employment History:

Please list most recent first.

Employer's Name	Address	Phone Number
Position and Duties		
Date Started:	Date Left:	Reason for Leaving:

Employer's Name	Address	Phone Number
Position and Duties		
Date Started:	Date Left:	Reason for Leaving:

Employer's Name	Address	Phone Number
Position and Duties		
Date Started:	Date Left:	Reason for Leaving:

References:

List three references who have supervised you in the past.

Name	Business	Phone Number
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Name	Business	Phone Number
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Name	Business	Phone Number
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Skills and Experience:

Check your areas of knowledge and give details where you can.

ADMINISTRATIVE SKILLS

- Office organization
- Typing speed _____ wpm
- 10 Key Adding Machine
- Filing
- Bookkeeping
- (Touch or Sight)
- Correspondence
- Budget Analysis
- List computer software you are familiar with:
- Hardware knowledge (networking, installing boards, modems, drives, etc.):

SPECIAL EVENT PRODUCTION EXPERIENCE

CONSTRUCTION SKILLS

- Carpentry
- Plumbing
- Staging and scaffolding
- General Labor
- Electrical
- Fork Lift
- Heavy Lifting
- Other:



TRANSPORTATION

- Mechanic Motor pool administration CDL License

SIGNS AND DECOR

- Installation Art Design Map Design (AutoCAD)

COMMUNICATIONS

- Telephone systems, radios, pagers, cell phones Repair

MUSIC

- Sound engineering Booking
 Stage gear knowledge Contracts

FOOD

- Knowledge of Louisiana Heritage Foods Catering
 Food Safety and Health Regulations Restaurant experience

CRAFTS

- Contemporary Folklife
 African/Caribbean Native American

PROMOTIONS

- Publicity Advertising Sponsorship

LANGUAGES

- Spanish French ASL Other:

TRAVEL

- Travel Agent experience Hotel
 Ground transportation Driver

SECURITY GUARD EXPERIENCE

CLEAN UP TEAM

- Supervised crews Worked clean up Worked with recycling

HUMAN RESOURCES

- Recruitment Volunteer Management

ADDITIONAL SKILLS OR INFORMATION



New Orleans Jazz and Heritage Festival presented by Shell
Employment Application

To determine my qualifications of employment, I authorize this company to conduct an investigation of my application. I hereby certify that the information I have given on this application is true. I understand that any false or misleading information and omissions made by me on this application form, or in connection with my application for employment may result in rejection of the application or, if employed by this Company, in termination of employment.

I hereby authorize all former employers and educational institutions to furnish their records on my service and education together with all information they may have concerning me, whether on record or not. I also release any person, firm or institution from any and all liability for any damage whatsoever for issuing such information. Should I be employed by this Company, the foregoing authorization and release shall extend to this Company in connection with issuing such information to future prospective employers.

I authorize this Company to release a copy of my application and background report to the client.

Signature: _____ **Date:** _____

Equal Employment Opportunity

The New Orleans Jazz & Heritage Festival prohibits discrimination on the basis of race, color, national or ethnic origin, religion, sex, sexual or affectional preference, age, handicap or veteran status in recruitment and employment, as specified by federal, state, and city laws and regulations.

At Will Employment

The employment relationship between the New Orleans Jazz & Heritage Foundation and the employee is AT WILL, either party being free to terminate the relationship at any time for any reason.

**Application is not complete without Criminal
History Information Form.**



NEW ORLEANS POLICE DEPARTMENT
RECORDS AND IDENTIFICATION DIVISION
715 SOUTH BROAD AVENUE
NEW ORLEANS, LOUISIANA 70119

REQUEST FOR
CRIMINAL HISTORY
INFORMATION

The applicant listed below has applied to this company for consideration of a service provided by the company. As part of our policy, we are requesting a check of your arrest records to determine if the applicant has ever been convicted of any state or municipal violation in your jurisdiction.

The applicant has been made aware of our policy and by his signature, is personally agreeable to release the requested information. All information will be held in strict confidence between the company and the applicant. A self addressed stamped envelope is enclosed for return mailing.

COMPANY NAME New Orleans Jazz & Heritage Festival presented by Shell
ADDRESS 336 Camp St., Suite 250
CITY / STATE / ZIP New Orleans, LA 70130

PRINT NAME OF COMPANY OFFICIAL

SIGNATURE OF COMPANY OFFICIAL

APPLICANT INFORMATION (PLEASE PRINT ALL INFORMATION EXCEPT SIGNATURE)

NAME _____ RACE _____ SEX _____
ADDRESS _____ STATE OF BIRTH _____
DATE OF BIRTH _____ SOCIAL SECURITY NUMBER _____

(APPLICANT'S SIGNATURE)

BY THIS SIGNATURE, I AUTHORIZE THE RELEASE OF MY ARREST CONVICTION RECORD AND WAIVE SUCH LEGAL RIGHTS THAT MAY ARISE OUT OF THE RELEASE AND I DO RELEASE ALL PERSONS FROM LIABILITY IN CONNECTION WITH THE RELEASE OF THIS INFORMATION.

POLICY PERMITS THE RELEASE OF ONLY THOSE CHARGES THAT HAVE RESULTED IN A CONVICTION.
THE RESULTS OF THIS CHECK WERE COMPILED FROM INFORMATION OBTAINED ONLY IN OUR JURISDICTION.

DATE	OFFENSE	DISPOSITION
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

***** IMPORTANT - THE DEPARTMENT OF POLICE CANNOT MAKE AN ACCURATE IDENTIFICATION BASED ON NAME AND DATE OF BIRTH ONLY. ANY INFORMATION CONTAINED ON ANY NAME CHECK IS SUBJECT TO VERIFICATION BETWEEN THE REQUESTING PARTY AND THE APPLICANT. THE NEW ORLEANS POLICE DEPARTMENT ASSUMES NO RESPONSIBILITY FOR ANY ACTION RESULTING FROM THE INFORMATION FURNISHED.

IF THE IMPRINT OF THE SEAL IS NOT AFFIXED TO THIS FORM THROUGH THE NAME OF THE RECORD DIVISION CLERK, THIS FORM IS NOT VALID

PAGE TWO ATTACHED _____

RECORD DIVISION CLERK

DATE