



Date:

An Equal Opportunity Employer

Ringling College of Art and Design considers applicants for open positions without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, marital or veteran status, or any other legally protected status.

What position are you applying for ?

Name:

Local Address:

Email:

Campus Box No. Local Phone: Permanent Phone:

Permanent Address:

Year Level at Ringling College:

Major:

Please indicate special skills or knowledge:

- Photoshop
- Illustrator
- InDesign
- MS Word
- MS Excel
- MS Access
- UNIX
- HTML

Other special skills and qualifications which may be directly transferable to the job for which you are applying:

List courses and/or special training. Note any certificates awarded:

List any social or community involvement:

Available/Desired Hours	
Days:	Hours:
<input type="checkbox"/> Monday	<input type="text"/>
<input type="checkbox"/> Tuesday	<input type="text"/>
<input type="checkbox"/> Wednesday	<input type="text"/>
<input type="checkbox"/> Thursday	<input type="text"/>
<input type="checkbox"/> Friday	<input type="text"/>
<input type="checkbox"/> Saturday	<input type="text"/>
<input type="checkbox"/> Sunday	<input type="text"/>

BACKGROUND INFORMATION (MUST BE COMPLETED)

USE ADDITIONAL SHEETS AS NECESSARY

Have you ever been convicted of a crime? Yes No

Have you ever pleaded nolo contendere (no contest) to a criminal charge? Yes No

Answering "yes" to either of these questions will not necessarily disqualify you from employment.

If you answered "yes" to either of the above questions, state in detail what happened

EMPLOYMENT HISTORY (MUST BE COMPLETED)

PLEASE LIST, BEGINNING WITH YOUR MOST RECENT EMPLOYMENT (STARTING WITH YOUR CURRENT EMPLOYER)

DATES	EMPLOYER	ADDRESS	POSITION HELD	NAME AND PHONE OF SUPERVISOR	REASON FOR LEAVING
FROM: <input type="text"/> TO: <input type="text"/>			title: ending salary: work performed:	MAY WE CONTACT? <input type="checkbox"/> Yes <input type="checkbox"/> No	
FROM: <input type="text"/> TO: <input type="text"/>			title: ending salary: work performed:	MAY WE CONTACT? <input type="checkbox"/> Yes <input type="checkbox"/> No	
FROM: <input type="text"/> TO: <input type="text"/>			title: ending salary: work performed:	MAY WE CONTACT? <input type="checkbox"/> Yes <input type="checkbox"/> No	

PLEASE READ THIS SECTION CAREFULLY BEFORE SIGNING BELOW.

I CERTIFY that all information provided herein is true and complete to the best of my knowledge.

I UNDERSTAND that Ringling College of Art and Design accepts applications only for open positions. If I am not hired for the position for which I am applying, and desire to be considered for any other open positions, I must apply separately for each open position.

I UNDERSTAND that any false statements or omission of information in this application will be sufficient cause for disqualifying my application from consideration or for discharge if hired.

I UNDERSTAND that all statements made by me in connection with my application for employment may be checked by Ringling College of Art and Design, and I authorize Ringling College of Art and Design to contact my prior employers, and other sources of information, regarding my background, and I hereby authorize and direct each such employer and source of information to answer any and all questions regarding my prior employment. I hereby indemnify Ringling College of Art and Design, each of my prior employers, and each of the other sources of information contacted, and agree to hold them harmless from any claims arising from this authorization and direction.

IF EMPLOYED, I agree to conform to the rules and regulations of Ringling College of Art and Design. I also agree that, just as I have, if hired, the right to terminate my employment at any time, with or without cause, and with or without notice, Ringling College of Art and Design may terminate my employment at any time with or without cause or notice. I understand that no manager or representative of the College, other than the President or his designee, has the authority to enter into any agreement for employment for any specified period of time or make any agreement contrary to the designee for it to be binding on either the College or myself. I further understand that this supersedes any prior oral or written understanding and bars future oral understanding to the contrary.

I ACKNOWLEDGE and AGREE that if at any time I am subjected to any type of discrimination or harassment, I will contact the College's Office of Human Resources immediately to obtain assistance in the resolution of such matters.

I HEREBY REPRESENT AND WARRANT that I have read and fully understand the foregoing and seek employment under these conditions of my own free will and in accordance with my own judgment.

Applicant's Signature

Date

Under federal law, prospective employees must be provided with access to information about crime on campus and related safety issues. Ringling College of Art and Design's annual "Campus Security Report" includes statistics for the previous three years concerning reported crimes that occurred on campus, in any off-campus buildings owned or controlled by RCAD, and on public property immediately adjacent to and accessible from the main campus. The report also outlines safety and security policies, crime prevention, the reporting of crimes, sexual assault, and other matters. A copy of the report is available online at <http://publicsafety.ringling.edu/crimestatistics.shtml>. A copy may be obtained contacting the Director of Public Safety at 941-351-4742. Written requests for copies should be sent to the Director of Public Safety at 2700 N. Tamiami Trail, Sarasota, FL 34234.