

What is your ideal future career? _____

Personal Statement: Please BRIEFLY describe the personal qualities and the past experience you have that would make you an excellent intern for the Pacific Symphony's Education Department. Give specific examples wherever possible. Attach an additional sheet if necessary.

SCHEDULE

How many hours a week are you available to work? _____

Are you available to work occasional evenings and weekends? yes no

If no, please explain: _____

COMPUTER SKILLS

Please rate your proficiency with the following applications on a scale of 1 to 5.

	None		Basic		Expert
MS Word	1	2	3	4	5
MS Excel	1	2	3	4	5
MS Access	1	2	3	4	5
MS Publisher	1	2	3	4	5
MS Outlook	1	2	3	4	5
Internet search engines	1	2	3	4	5
Other: _____	1	2	3	4	5

WORK HISTORY

Include any relevant paid and/or volunteer employment

Dates	Employer	Address & Phone	Nature of Work	Reason for Leaving



Indicate any employer you do not wish us to contact, and the reason _____

Harassment

Have you ever been accused of harassment of any person including, but not limited to, workplace harassment? (Note: a prior accusation or conviction is not an automatic bar to employment. The type of conviction or accusation, and when it occurred will be evaluated by Pacific Symphony before any decision is made.)

Yes No If yes, please explain: _____

Criminal Record

Have you ever been convicted of a crime, other than a minor traffic offense? If yes, please describe. (Note: a prior conviction is not an automatic bar to employment. The type of conviction, and when it occurred will be evaluated by Pacific Symphony before any decision is made.)

Yes No If yes, please explain: _____

References

Give names and addresses of three persons (not relatives) having knowledge of your character, experience, works habits, and ability. In addition, ONE of the references listed below should complete the attached Recommendation Form.

Name	Daytime Phone	E-mail	Organization/ Position

I authorize investigation of all statements herein, including any checks of criminal records, and release the Pacific Symphony and all others from liability in connection with same. I understand that, if employed, I will be an at-will employee unless there is an assignment or law which alters that status. Furthermore, I understand that any agreement must be in writing and signed by the designated official. I also understand that untrue, misleading, or omitted information herein or in other documents completed by the applicant may result in dismissal, regardless of the time of discovery by the Pacific Symphony.

Signature _____ Date _____

