



CHILDREN'S THEATRE OF CHARLOTTE
CHARLOTTE, NORTH CAROLINA
SUMMER ADMINISTRATIVE ASSISTANT APPLICATION FORM

All Applications are due by February 1, 2012
Incomplete Applications will not be considered

Current personal information:

Name:

First

Middle

Last

Please give any other name under which you have worked:

Current Address:

City, State, Zip

Best Phone:

Other Phone:

E-mail:

Level of Education Achieved (check all that apply):

High School

Associate's Degree

BA/BS

Post-Grad Degree

College or University Attended or Attending

Major:

GPA:

Degree Achieved:

When:

Other College or University:

Major:

Degree Achieved:

When:

Describe computer competency:

Familiarity with Microsoft Office Products (e.g. Word, Excel, Publisher, etc.).

Attachments: Please enclose the following with your application. ***Incomplete applications will not be considered.***

1. Resume that includes any work experience, administrative skills and experience working with children
2. Two References
3. One letter of recommendation.
4. Headshot
5. Responses to the following questions:
 - a. Can you provide an example of a time you had to deal with an irate customer, client or peer? How did you handle the conflict? How was it resolved?
 - b. What organizational techniques and tools have you learned to make school or a job easier, or to make yourself more effective? Give an example of a time in which you used these tools or techniques.
 - c. Describe your strengths and challenges in working with children.

Additional Information:

Are you a minor (*less than 18 years old*)? Yes No If **“YES,”** what is your age? _____

Are you a citizen of the United States of America? Yes No

If not, do you possess a current Alien Registration Card or Visa? _____ Type: _____ Expiration: _____

*If you answer yes to any of the following three questions, **please give explanation or details on the back of this sheet** or on an attached page. A yes answer does not automatically preclude a candidate from employment.*

- Only U.S. Citizens or Aliens who have a legal right to work in the U.S. are eligible for employment. Can you, upon employment, provide genuine documentation establishing your identity and eligibility to be legally employed in the United States? Yes No
- Have you ever been convicted of a crime or violation other than a minor traffic infraction? Yes No
(A conviction record will not necessarily be a bar to employment. Factors such as job relations, age and time of the offense, seriousness and nature of violation and rehabilitation will be taken into account)
- Have you ever been suspended, discharged or asked to resign from employment? Yes No

I have read this application carefully and certify that all information contained in this application and any attachments to it are true and complete to the best of my knowledge. I hereby authorize my previous employers to provide all information that they may have concerning my past employment. I further release Children’s Theatre of Charlotte, its Board Members, employees or other agents of and from any potential liability arising from such investigation and inquiries of the above information, including the criminal background check requirements.

Signature: _____ Date: _____

Please check if submitting by email. By checking this box, you are certifying that all information is true and complete.

RETURN EMAIL, MAIL OR FAX FORM WITH ATTACHMENTS TO:	CHILDREN’S THEATRE OF CHARLOTTE 300 E. 7 th Street CHARLOTTE, NORTH CAROLINA 28202 ATTN: Human Resources Email: HumanResources@ctcharlotte.org FAX: 704-973-2850
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