



## Program Coordinator Assistant Application

We are glad to hear that you are interested in joining the SJW administration team!

**Please complete and return this application to:**

Steven Lugerner, Faculty and Camp Director ([slugerner@stanfordjazz.org](mailto:slugerner@stanfordjazz.org))

SJW is an Equal Opportunity Employer

**Please complete the application on computer or print to complete it by hand.**

**Be sure to sign the application before you send it.**

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Last Name                                      First Name                                      Middle                                      M \_\_\_ F \_\_\_

Present Address:

\_\_\_\_\_  
No. & Street                                      City                                      State                                      Zip

Permanent Address (if different from present address):

\_\_\_\_\_  
No. & Street                                      City                                      State                                      Zip

(\_\_ \_\_)-\_\_-\_\_\_\_ ( \_\_ \_\_)-\_\_-\_\_\_\_ \_\_\_\_\_ \_\_/\_\_/\_\_\_\_  
Cell Phone                      Home Phone                      Email address                                      Date of Birth                      Age as of 7/1/19

### **Available to Work:**

May 2019                                      Yes \_\_\_ No \_\_\_                      Dates available \_\_\_\_\_

June 2019                                      Yes \_\_\_ No \_\_\_                      Dates available \_\_\_\_\_

Early July 2019                                      Yes \_\_\_ No \_\_\_                      Dates available \_\_\_\_\_

Giant Steps Day Camp: July 8-12                                      Yes \_\_\_ No \_\_\_

Jazz Camp, Week 1: July 14-19                                      Yes \_\_\_ No \_\_\_

Jazz Camp, Week 2: July 21-26                                      Yes \_\_\_ No \_\_\_

Jazz Institute: July 28th-August 2                                      Yes \_\_\_ No \_\_\_

### **Positions Available (check all that you would like to apply for)**

Program Coordinator Assistant (daytime hours approx. 8:30am-3:30pm): Yes \_\_\_

Program Coordinator Assistant (evening hours approx. 6-10pm): Yes \_\_\_

Volunteer Internship: Yes \_\_\_

**Personal Information**

Have you ever attended SJW camps, or worked for SJW before? Yes \_\_\_\_ No \_\_\_\_

If yes, please describe your experience:

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Do you have friends or relatives who work for SJW? Yes \_\_\_\_ No \_\_\_\_

If yes, state name(s) and relationship:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

If hired, will you have a car available at on campus? Yes \_\_\_\_ No \_\_\_\_

**If you are exclusively applying for the volunteer internship, don't fill out the rest of this page. Read further and supply the required info on pages 3-6.**

If offered employment you must be able to provide documentation as evidence of your identity and legal right to work in the United States.

Are you able to provide the documents necessary to establish identity and employment authorization? Yes \_\_\_\_ No \_\_\_\_ (Typically US Passport or driver's license & Social Security account number card) For a full list of acceptable documents, please consult the tax form I-9.

You must be able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation. Do you have this ability? Yes \_\_\_\_ No \_\_\_\_

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? Yes \_\_\_\_ No \_\_\_\_

If Yes, state nature of the crime(s), the date and location of your conviction, and disposition or current status of the case:

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(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

**Education, Training, and Experience**

High School You Attended: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Years Completed: \_\_\_ Did you Graduate? Yes \_\_\_ No \_\_\_ Degree or Diploma? \_\_\_\_\_

College/University Attended: \_\_\_\_\_ State \_\_\_\_\_

Years Completed \_\_\_\_\_ Degree(s) Earned \_\_\_\_\_ Year Degree Awarded: \_\_\_\_\_

College/University Attended: \_\_\_\_\_ State \_\_\_\_\_

Years Completed \_\_\_\_\_ Degree(s) Earned \_\_\_\_\_ Year Degree Awarded: \_\_\_\_\_

College/University Attended: \_\_\_\_\_ State \_\_\_\_\_

Years Completed \_\_\_\_\_ Degree(s) Earned \_\_\_\_\_ Year Degree Awarded: \_\_\_\_\_

List any other training or certificates that may be relevant (e.g., First Aid, CPR, etc.)

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Describe your music education and background: instruments played, education (apart from SJW camps), etc.

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Describe your experience working with kids or teens in a leadership role. Please list the ages of kids/teens you have experience working with.

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**Employment History**

List below all present and past employment in which you worked with children. List your most recent employer (include only the past five years).

**Name of Employer/Business** \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Nature of Business \_\_\_\_\_ Supervisor: \_\_\_\_\_

Street Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Dates of Employment: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Rate of Pay (Hr/Wk): \_\_\_\_\_

Your Position and Duties

\_\_\_\_\_

Reason for Leaving

\_\_\_\_\_

May we contact this employer for a reference? Yes \_\_\_\_ No \_\_\_\_

**Name of Employer/Business** \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Nature of Business \_\_\_\_\_ Supervisor: \_\_\_\_\_

Street Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Dates of Employment: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Rate of Pay (Hr/Wk): \_\_\_\_\_

Your Position and Duties

\_\_\_\_\_

Reason for Leaving

\_\_\_\_\_

May we contact this employer for a reference? Yes \_\_\_\_ No \_\_\_\_

**Name of Employer/Business** \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Nature of Business \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Street Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Dates of Employment: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Rate of Pay (Hourly/Weekly): \_\_\_\_\_

Your Position and Duties

\_\_\_\_\_

Reason for Leaving

\_\_\_\_\_

May we contact this employer for a reference? Yes \_\_\_\_ No \_\_\_\_

## **References**

Please provide contact information for three references who are not related to you who have knowledge of your work performance in the last three years, particularly with individuals ages 11 to 17.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Email: \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Relationship to you: \_\_\_\_\_ No. of Years Acquainted \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Email: \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Relationship to you: \_\_\_\_\_ No. of Years Acquainted \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Email: \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Relationship to you: \_\_\_\_\_ No. of Years Acquainted \_\_\_\_\_

## **Please Read Carefully, Initial Each Paragraph and Sign Below**

\_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ I hereby authorize SJW to investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to SJW any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release SJW, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_ I understand that nothing contained in the application, or conveyed during any interview that may be granted or during my employment, if hired, is intended to create an employment contract between Stanford Jazz Workshop and me. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or SJW, and that no promises or representations contrary to the foregoing are binding on SJW unless made in writing and signed by me and SJW's designated representative.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_