



APPLICATION FOR EMPLOYMENT

Ravina Gifts and Ravinia Chair Rental, managed by the Women's Board of Ravinia Festival, benefit the not-for-profit Ravinia Festival. Provide all information requested by printing in ink or typing. Use the 'TAB' key to move through the document.

GENERAL INFORMATION

Name (Last)	(First)	(Middle Initial)	Home Telephone
Address (Permanent Address)	(City)	(State)	(Zip) Other Telephone
E-Mail Address			

Address (College)	Home Telephone
Address valid till:	(City) (State) (Zip) Other Telephone

Are you 16 years or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you worked at Ravinia Festival before? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you eligible for employment in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, when and in what department?
If hired, will you be able to provide proof of identity and establish that you are authorized to work in the U.S., as required by the Immigration Reform and Control Act? <input type="checkbox"/> Yes <input type="checkbox"/> No	If hired, is there anything that would prevent you from reporting to work each day on time to perform your job duties? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain.

POSITION

Position Or Type Of Employment Desired <input type="checkbox"/> Retail Sales Associate <input type="checkbox"/> Chair Rental Associate	Dates Available: Dates Not Available:	Shifts (flexible): <input type="checkbox"/> 4 to 11:30 p.m. <input type="checkbox"/> noon to 8 p.m. <input type="checkbox"/> Rotating <input type="checkbox"/> No Preference
Date at which summer employment must end:		WEEKEND DATES ARE REQUIRED.

EDUCATION AND TRAINING

High School Graduate Or General Education (GED) Test Passed? <input type="checkbox"/> Yes <input type="checkbox"/> No						
If no, list the highest grade completed						
High School, College, Business School, Military (Most recent first)						
Name and Location	Dates Attended Month/Year	Credits Earned		Graduate	Degree & Year	Major or Subject
		Quarterly or Semester Hours	Other (Specify)			
	From			<input type="checkbox"/> Yes		
	To			<input type="checkbox"/> No		
	From			<input type="checkbox"/> Yes		
	To			<input type="checkbox"/> No		
	From			<input type="checkbox"/> Yes		
	To			<input type="checkbox"/> No		
Languages Read, Written or Spoken Fluently Other Than English						



SPECIAL SKILLS (List all pertinent skills and equipment that you can operate)

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WORK EXPERIENCE (Most Recent First) (Include voluntary work and military experience)

Employer	Telephone Number	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 350 characters)		Hours Per Week
		Last Salary
		Supervisor
		Reason For Leaving
May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Employer	Telephone Number	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 350 characters)		Hours Per Week
		Last Salary
		Supervisor
		Reason For Leaving
May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
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Job Title	Number Employees Supervised	To (Month/Year)
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		Last Salary
		Supervisor
		Reason For Leaving
May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		



REFERENCES (can be work or non-work related)

Name	E-Mail Address	Telephone Number	Occupation and/or Relation
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The 2013 Ravinia Festival runs early June through mid September. Employment can begin as early as May 1, 2013. Applicants will be contacted by mid-May for any available positions.

I certify the information contained in this application is true, correct, and complete. I understand that, if employed, false statements reported on this application may be considered sufficient cause for dismissal.

I understand that, upon offer of position, employment is contingent of a satisfactory background check.

Signature of Applicant _____ **Date** _____

Interviewer's Comments:

Submit resume to:
Jennifer Wood
Associate Director, Retail and Chair Rental Operations
418 Sheridan Road, Highland Park, IL 60035
FAX: 847-433-7983
EMAIL: jenniferw@ravinia.org

FOR OFFICE USE ONLY

Rec:

Int. by:

Status:

Date:

Ravinia Festival is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, handicap/disability, or other protected status.

Auxiliary aids and services are available to persons with disabilities upon request.