



drama learning center

“Where everyone’s STAR shines bright!”

9130-I Red Branch Road | Columbia, MD 21045 | 410.997.9352

www.dramalearningcenter.com

GENERAL EMPLOYMENT APPLICATION

Dear Applicant,

Thank you for your interest in an employment opportunity with Drama Learning Center. Please see the information below regarding position requirements for Drama Learning Center.

Instructors

- All Drama Learning Center Instructors are required to have their fingerprints on file with the State of Maryland prior to the start of employment.
- This is a paid position. Each Instructor will be paid a stipend for their completed services.

Student Counselors

- Must be at least fifteen (15) years of age as of the first day of their class session.
- Must supply Drama Learning Center with a work permit.
- This is a paid position. Each Student Counselor will be paid a stipend for their completed services.

Student Counselors-In-Training

- Must be at least thirteen (13) years of age as of the first day of their class session.
- This is a volunteer position. Each Student Counselor-In-Training will receive a letter of completion stating the number of hours volunteered.

Please complete the Drama Learning Center Employment Application. Your completed application may be dropped off or mailed to:

Drama Learning Center
Attn: HR Coordinator
9130-I Red Branch Road
Columbia, MD 21045

You may also submit application by e-mail to megan@dramalearningcenter.com.

We look forward to receiving your employment application soon. Thank you, again, for your interest in an employment opportunity with Drama Learning Center – where everyone’s star shines bright!

Drama Learning Center
9130-I Red Branch Road, Columbia, MD 21045
Phone: 410-997-9DLC (9352) / Fax: 410-992-0306
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GENERAL EMPLOYMENT APPLICATION

APPLICATION INFORMATION			
Last Name:		First Name:	M.I.:
Street Address:			
City:	State:	Zip:	
Home phone:	Cell phone:		
Email:			
Position applying for:	Instructor	Counselor	Counselor-in-training
Are you a citizen of the United States?	YES / NO	If not, are you authorized to work in the U.S.?	YES / NO
Have you ever worked for this company?	YES / NO	If so, when?	
Have you ever been convicted of a felony?	YES / NO	If yes, explain:	

EDUCATION			
High school:		Address:	
From:	To:	Did you graduate?	Degree:
College:		Address:	
From:	To:	Did you graduate?	Degree:
Other:		Address:	
From:	To:	Did you graduate?	Degree:

REFERENCES (Please list three.)		
Name	Phone Number	Relationship

PREVIOUS EMPLOYER #1 (Please list your last three [3] jobs starting with your most recent first or attach your employment resume.)

Company:		Phone Number:			
Address:		Supervisor:			
Job Title:		Starting salary:		Ending salary:	
Responsibilities:					
Starting date:		Ending date:			
Reason for leaving:					
May we contact supervisor for reference?					

PREVIOUS EMPLOYER #2

Company:		Phone Number:			
Address:		Supervisor:			
Job Title:		Starting salary:		Ending salary:	
Responsibilities:					
Starting date:		Ending date:			
Reason for leaving:					
May we contact supervisor for reference?					

PREVIOUS EMPLOYER #3

Company:		Phone Number:			
Address:		Supervisor:			
Job Title:		Starting salary:		Ending salary:	
Responsibilities:					
Starting date:		Ending date:			
Reason for leaving:					
May we contact supervisor for reference?					

ABOUT YOU

1. Why are you interested in employment with Drama Learning Center?

2. What qualifications do you possess that would make you a good candidate for this position?

DISCLAIMER & SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment with Drama Learning Center, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

If Applicant is Under 18, please include a parent/guardian signature below:

Signature: _____ Date: _____