



# drama learning center

“Where everyone’s STAR shines bright!”

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

[www.dramalearningcenter.com](http://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](mailto: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  
[www.dramalearningcenter.com](http://www.dramalearningcenter.com)



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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: \_\_\_\_\_