

**MICHIGAN THEATER FOUNDATION, INC.**  
603 E. Liberty, Ann Arbor, MI 48104 (734)668-8397  
Ann Arbor's Not-For-Profit Historic Center for Fine Cinema and Performing Arts  
Dedicated to Preserving the Historic Michigan Theater

**Application for Front of House Staff Employment**

(Please complete all questions. Print clearly in ink.)

Thank you for your interest in the Michigan Theater! The Michigan Theater Foundation, Inc. is a non-profit organization that preserves and operates the Michigan Theater and State Theatre buildings. As an employee, your duties will include selling tickets, concessions, hosting, and of course providing great customer service. You won't just be selling popcorn, you'll be selling the entire Michigan Theater Foundation experience to our guests; you'll be an "Ambassador of the Theater". If you think you'd be a valuable part of our team, please take a few minutes to complete and return the application. **The Front of House Coordinator will contact you for an interview.**

Last Name	First Name	Middle
-----------	------------	--------

Local Address	Phone	Email Address
---------------	-------	---------------

Permanent Address (if different)	City	State	Zip	Phone
----------------------------------	------	-------	-----	-------

Social Security Number: (To be filled out upon hire)	Are you legally eligible for employment in the U.S.?
---------------------------------------------------------	------------------------------------------------------

Have you ever been convicted of a felony? If yes, please explain.
-------------------------------------------------------------------

Are you 18 years of age or older?	Are you in school currently? If so, full or part time?
-----------------------------------	--------------------------------------------------------

<u>Current Availability</u> Sunday: Monday: Tuesday: Wednesday: Thursday: Friday: Saturday:	Date available to begin:	Hours wanted per week:
------------------------------------------------------------------------------------------------------------------	--------------------------	------------------------

### EMPLOYMENT HISTORY

<b>Most recent employer</b>		
Company Name _____	Address _____	Phone _____
Employed from _____ to _____ Reason for leaving _____		
Describe your duties/responsibilities _____		
Supervisor's name and position _____		
May we contact this employer?	Final salary _____	
<b>Next most recent employer</b>		
Company Name _____	Address _____	Phone _____
Employed from _____ to _____ Reason for leaving _____		
Describe your duties/responsibilities _____		
Supervisor's name and position _____		
May we contact this employer?	Final salary _____	
<b>Third most recent employer</b>		
Company Name _____	Address _____	Phone _____
Employed from _____ to _____ Reason for leaving _____		
Describe your duties/responsibilities _____		
Supervisor's name and position _____		
May we contact this employer?	Final salary _____	

### PERSONAL REFERENCES

Name _____	Occupation _____	Phone _____
Name _____	Occupation _____	Phone _____
Name _____	Occupation _____	Phone _____

### EDUCATION

High School	Name of school _____	Dates attended _____	Graduated? Y/N _____
College	_____		
Other	_____		

Will you be available (not necessarily scheduled) to work at least one weekend shift per week? YES / NO  
Would you be available to work occasional daytime events, if your schedule permits? YES / NO  
Are you willing to work on a holiday or two? YES / NO  
Are you planning to be in town and available to work during the Summer (from May to August)? YES / NO

Are you familiar with the Michigan Theater? Have you attended any films or events here? If so, what are your impressions of the Theater?

Sell yourself: Why should we hire you?

Describe a real incident in which you were treated rudely as a customer somewhere.

What were your favorite and least favorite aspects of your previous job?

If you were stranded on a desert island with only a working projector and a movie screen, what film would you hope to find in the box that washed ashore? And what would you have to eat with your film?

I certify that the facts contained in this application are complete to the best of my knowledge and understand that, if employed, falsified statements on this application will be grounds for dismissal. I do hereby authorize the Michigan Theater to check all references and previous employers. If I am employed, I agree to abide by the Michigan Theater's rules and regulations and any changes thereto.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR MANAGER USE ONLY**

Application Received By: _____
Date: _____
Notes: _____
_____
_____
_____