



**KIDS ON STAGE**

P.O. Box 3664 tel 310.314.0035  
Santa Monica, CA 90408 fax 310.581.9331  
www.kidsonstage.com kidsonstageLA@verizon.net

## JR. COUNSELOR/INTERN EMPLOYMENT APPLICATION

Come share your time and talents with us. Have fun, meet new people and share that magic of the performing arts.

### GENERAL KOS INFORMATION:

Established in 1987, Kids On Stage is a well known, highly acclaimed theater arts company for kids and young adults ages 1-18 years. Our programs include classes, camps, workshops, parties, school enrichment programs, and custom classes.

There are many Jr. Counselor and Intern opportunities at Kids On Stage. We hire people with many different skills and strengths through out the year. Please be honest while filling out this application. We want to put you where your strengths are and where you will be most happy.

### Help Needed in:

#### Classes, Camps and Parties

Musical Theater	Ages 4-7 & Ages 7-18	Classes, Camps, Parties
Creative Dramatics	Ages 4-7 (no show)	Classes, Camps, Parties
Comedy Improv	Ages 7-14	Summer only
Video Filmmaking	Ages 7-12 & 13-18	Summer only
Plus school enrichment, parties and custom programs		

### Administration

Office help  
Organization  
Errands  
Research projects  
Misc.

### PRE-REQUISIT BEFORE APPLYING FOR JR. OR INTERN POSITIONS:

- Must LOVE working with kids
- Must love the theater and want to share your talent and time with us
- Must have a can-do attitude and be willing to do whatever is needed for the program you are hired.
- For most, willing to go through a training program (*if applicable*)
- Team player
- Excellent communication skills
- Organized, responsible and able to handle many things
- Fun and energetic and patient
- If you agree to certain days and times you must be committed, show up on time
- Fill out a medical release/consent/employee agreements

If need be: You must be willing to get fingerprinted and to have a TB test at your expense.

**After reading the above pre-requisites, please fill out the application in and either fax, email or mail to our office at:**

**FAX: 310-581-9331**

**EMAIL: kidsonstageLA@verizon.net**

**MAIL: Kids On Stage, Inc. PO Box 3664, Santa Monica, CA 90408**

**PRINT AND FAX THE NEXT 4 PAGES.**



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**JR. COUNSELOR/INTERN APPLICATION**

**APPLICATION DATE:** \_\_\_\_\_

**POSITION APPLYING FOR:** \_\_\_\_\_

**HOW DID YOU FIND US (Craigslist, friend, internet, Other (be specific.):** \_\_\_\_\_

**PERSONAL INFORMATION: Important: All information provided below is personal and confidential for KOS purposes only!**

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Permanent Address No/Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Number \_\_\_\_\_ Email \_\_\_\_\_

Birthdate \_\_\_\_\_

If you are not a citizen, what is your authorization to be employed?

Do you have any job related limitations? Yes No If so, describe in full:  
\_\_\_\_\_  
\_\_\_\_\_

Have you applied with us before? Do any relatives or friends work here?  
\_\_\_\_\_

Are you currently in school? Yes No If yes; School name and location \_\_\_\_\_  
Days \_\_\_\_\_  
Hours \_\_\_\_\_

Are you currently working? \_\_\_\_\_ If yes, are the hours and days flexible? Yes No  
Days \_\_\_\_\_  
Hours \_\_\_\_\_

**EDUCATION**

High School                      Name & City/State                      Year of Graduation      Diploma                      Major

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College/University

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Other/Trade School/Licenses, Etc.

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**EMPLOYMENT/Jr. COUNSELOR/INTERN HISTORY (please list by most current)**  
**For most current please list whether it is part or full time and your hours**

From/To	Employer Name, City, State & Phone	Position	Salary
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1. \_\_\_\_\_

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2. \_\_\_\_\_

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3. \_\_\_\_\_

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4. \_\_\_\_\_

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**Continued...**

**ADDITIONAL QUESTIONS:**

What are you **most** interested in doing (*can be more than one choice*);

- Teaching
- Assistant
- General Help

Which program interests you (*can be more than one choice*);

- Musical Theater
- Comedy Improv
- Video Filmmaking
- Parties
- Creative Dramatics
- Workshops
- School Enrichment
- Administration
- Specialist: \_\_\_\_\_
- Misc: \_\_\_\_\_

Age group you prefer to work with (circle all that apply): 10mo-4 4-9 9-13 Teens

Availability to begin (start date):

Days and times **available**:

Times and days absolutely **NOT available**:

Are you available on the weekends?

Are you interested in working with us at parties on the weekend?

**YOUR EXPERIENCE:** *We are aware that many of you are just starting out. Below is in order to know a little about you, your interests and experience. Please be specific. What and how much experience? Ages you have worked with? Please let us know if there is something you do not want to teach or do specifically. Thank you!*

Musical Theater \_\_\_\_\_

Comedy Improv \_\_\_\_\_

Drama \_\_\_\_\_

Shakespeare \_\_\_\_\_

Theater Games \_\_\_\_\_

Music Director \_\_\_\_\_

Voice Coach/Singer \_\_\_\_\_

Choreography \_\_\_\_\_

Clowning \_\_\_\_\_

Stage Combat \_\_\_\_\_

Stand-up Comedy \_\_\_\_\_

Directing \_\_\_\_\_

Script Writing \_\_\_\_\_

Piano-Accompaniment \_\_\_\_\_

Play an Instrument(s) (which?) \_\_\_\_\_

Stage Management \_\_\_\_\_

Set Design \_\_\_\_\_

Set Building \_\_\_\_\_

Costume Design or repairs (Can you sew?) \_\_\_\_\_

Arts and Crafts \_\_\_\_\_

Video Experience (Taught kids before? Ages?) \_\_\_\_\_

Editing Abilities (If yes, do you own a computer and editing software? Which software? Taught kids to edit?)  
\_\_\_\_\_

Tech (In what area?) \_\_\_\_\_

Balloon Making \_\_\_\_\_

Face Painting \_\_\_\_\_

Magician \_\_\_\_\_

Tarot Card or Palm Reader \_\_\_\_\_

D.J. \_\_\_\_\_

Babysitting \_\_\_\_\_

Computer Knowledge: PC MAC (How well?) \_\_\_\_\_

Computer Programs *you know well*: Quickbooks, Excel, Word, Web savvy, ACT, QuarkExpress, Adobe Photoshop

Technically savvy (can trouble shoot computer or other equipment problems?) Yes No

Explain: \_\_\_\_\_

Phone Sales \_\_\_\_\_

Web and Graphic Design Skills \_\_\_\_\_

Promotion and Advertising \_\_\_\_\_

**Anything else you want us to know about you?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**KIDS ON STAGE**

I certify that all statements to be true and correct and authorize the investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal.

DATE

SIGNATURE OF APPLICANT

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**\*DO NOT WRITE BELOW THIS LINE - PERSONNEL DEPARTMENT USE ONLY!\***

Interview Dates

Remarks

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Start Date

Job Title

Department

Rate/Salary

Shift

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Authorized by:

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