

BCA Development Corporation
Fine Arts & Technical Services Bureau
Art Handler Training Program

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Kim Hamilton-Shakir - Director

Program Application

Name of Applicant: _____

(Last)

(First)

(Middle)

Home Address: _____ Apt. # _____

City: _____ State: _____ Zip Code: _____ Birth date: _____

Home Phone: () _____ Fax: () _____ Email: _____

Do you have a Social Security Number?: Y/N Do you hold a valid Driver's License? Yes No

Gender: Male Female Ethnicity (optional) Do you have a Resume? Yes No

Unemployed Employed (Check One) Full Time Part Time Sponsoring Organization: _____

Employment Information (3) Most recent employers:

1) Company Name: _____ Address: _____

Position / Title: _____ Dates of Employment: _____ Contact Person: _____

Job Description / Tasks: _____ Per Hour/Yearly Salary _____

2) Company Name: _____ Address: _____

Position / Title: _____ Dates of Employment: _____ Contact Person: _____

Job Description / Tasks: _____ Per Hour/Yearly Salary _____

3) Company Name: _____ Address: _____

Position / Title: _____ Dates of Employment: _____ Contact Person: _____

Job Description / Tasks: _____ Per Hour/Yearly Salary _____

Education Information/Begin with most recent institution:

Institution	Location	Dates	Major/Degree/Certificates

Skills / Training (include machines, tools & other equipment): _____

Today's Date: _____

Applicant Signature _____

Please provide a brief description of your artist background and experience:

References (* MUST include (1) personal & (2) professional):

	Name:	Telephone:	Relationship:
1)			
2)			
3)			

Affiliations:

Awards / Achievements:

Please rate (check) your experience in the following skill areas.

AREA	Advanced	Basic	Limited
Trucking/Shipping			
Inventory Control/Storage			
Packing/Crating/Fitting			
Painting/Gallery Construction			
Installation of Items/Artwork			

DOCUMENTATION REQUIRED for ELIGIBILITY

Resume & Bio Applicant must provide a current resume containing one (1) Personal and two (2) Professional References. If no Biography (Bio) is available, the resume must detail your professional or employment history and your artistic career (if applicable).

Essay Candidate must prepare a brief essay describing their motives for taking the course and the ways in which they expect it to enhance their career goals.

Letter of Recommendation Applicant must obtain a letter of recommendation/reference from one of the participating/sponsoring institutions. (May substitute as one of the required Professional References.)

Proof of Employment Eligibility Applicant must submit one of the following documents as proof of employment eligibility.

- a) Birth Certificate (only if born in the U.S.A.)
- b) American Passport
- c) Resident Alien Card
- d) Naturalization Papers