



## **APPLICATION FOR EMPLOYMENT**

Please provide complete and legible information. An incomplete application may affect your consideration for employment. If necessary, attach a separate sheet for additional information.

The Trilith Institute is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee based on race, color, religion, creed, national origin or ancestry, sex, age, physical or mental disability, veteran or military status, genetic information, sexual orientation, gender identity, or any other legally recognized protected basis under federal, state, or local law. The information collected by this application is solely to determine suitability for employment, verify identity, and maintain employment statistics on applicants.

Applicants with disabilities may be entitled to reasonable accommodation under the Americans with Disabilities Act and certain state or local laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on The Trilith Institute. Please inform the company's personnel representative if you need assistance completing this application or to otherwise participate in the application process.

Your application will be active for 90 days. If you are not hired during that time, but wish to continue to be considered for available positions, you must complete a new application.

Upon employment, employees of The Trilith Institute may be required to have their picture taken or to provide The Trilith Institute with a picture of themselves.

---

### **GENERAL INFORMATION**

Full Name:

Date:

Address:

Phone Number:

Email:

Are you at least 18 years old? (If no, you may be required to provide authorization to work.)

Yes       No

Have you signed or otherwise agreed to any non-solicitation, non-competition, or other similar post-employment restriction or agreement with your current or any prior employer?

Yes       No

If yes, explain:

---

### POSITION INFORMATION

Position applied for: **Emerging Creative Resident**

As part of the application materials, in addition to this completed Application for Employment, I've included the following in a single submission entry to [submissions@trilithinstitute.org](mailto:submissions@trilithinstitute.org):

1. Resume/CV
2. Evidence of Original Un-Produced Work

Evidence of Original Un-Produced Work	Format
A complete treatment for the proposed project (e.g. document outlining summary of project)	Must be submitted in PDF format
A lookbook with proposed aesthetics and references	Must be submitted in PDF format Cannot exceed 10 pages
A video pitch from the applicant/creator	Must provide a link to the video Please do not attach or embed a video file

By my signature below, I certify to the following:

- I meet all of the eligibility requirements to participate in the Emerging Creative Residency Program.
- I am a current Georgia resident or graduate of a Georgia higher-ed institution.
- I am able to live and work in the **Town of Trilith, in Fayetteville, GA**, during the ECR program.
- The original, un-produced work submitted in connection with my application is my sole intellectual property, and certify that upon request, I will be able to provide documentation evidencing my exclusive ownership of the submitted work.
- As part of the ECR program, I will be an independent contractor for Trilith Institute Productions LLC to produce the original, previously un-produced work that I submit with this

job application, and that I will execute an **Independent Contractor Agreement** setting forth the terms of this independent contractor arrangement.

- As part of the ECR program, I will be employed with the Trilith Institute as a part-time Teaching Assistant and will be paid on an hourly basis, and I will execute an **Employee Confidentiality and Inventions Assignment Agreement** with the Trilith Institute. I understand that I will be an at-will employee, which means, employment is for an indefinite period of time and may be terminated by myself or the Trilith Institute at any time, with or without cause, and with or without notice.
- I understand that any offer of employment with the Trilith Institute will be contingent upon my satisfactory completion of a background check, as well as me providing proof of identity and eligibility to work in the United States.
- I understand that The Trilith Institute and/or Trilith Institute Productions LLC reserves the right to postpone the commencement of the Emerging Creative Residency Program and/or modify the program dates for any reason.

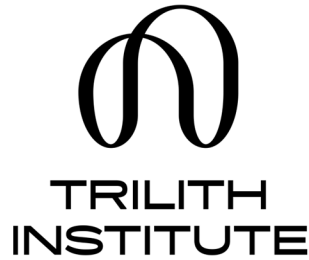
I certify that all of the above information is true and complete. I understand that any falsification or omission of information made by me may disqualify me from further consideration for engagement and/or employment or, if hired, may result in the termination of my engagement or employment at any time, regardless of the amount of time that has passed.

I HAVE READ AND AGREE WITH THE ABOVE STATEMENTS.

Applicant Signature:

Applicant Name:

Date:



**SUBMISSION RELEASE AGREEMENT**

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
To: \_\_\_\_\_

By submitting to Trilith Institute (referred to herein as “Institute” or “you”), materials, as further described below, (referred to herein as the “Work”) to evaluate and review, I acknowledge and agree to the terms and conditions set forth in this Submission Release Agreement (“Agreement”):

Title of the Work Submitted: \_\_\_\_\_

Registration/copyright #: \_\_\_\_\_

Principal Characters: \_\_\_\_\_

Log line of Plot: \_\_\_\_\_  
\_\_\_\_\_

1. I acknowledge that because of Institute’s position in the entertainment industry, Institute is continuously engaged in active review and development of programs and works itself and through its employees and contractors, and receives numerous submissions from others that have ideas, features, formats, stories, suggestions, aspects, and the like that are similar, or identical to, the ideas, features, formats, stories, suggestions, or other aspects of the Work. I understand and agree that I will not be entitled to any compensation because of the use by you or those acting on your behalf (referred to as “Institute Parties”) of any similar or identical materials. I further understand and agree that you would refuse to accept, consider or otherwise

evaluate the Work in the absence of my acceptance of the terms and conditions of this Agreement. Except as may otherwise be agreed in writing with you, I shall retain all rights to submit this or similar material to persons other than you. I acknowledge that no fiduciary, partnership, employment, or confidential relationship now exists between you and me, and I further acknowledge and agree that no such relationships are established between you and me by reason of this Agreement or by reason of my submission to you of the Work. I acknowledge and agree that Institute assumes no obligation to (i) compensate me in any way for the submission of the Work for the evaluation specified herein, (ii) proceed with negotiations of any kind respecting the Work, or (iii) furnish me with any information respecting the results of the evaluation or its reasons for not proceeding further.

2. I covenant and agree that I have not previously submitted or disclosed the Work to you in any form, in whole or in part; you have not made any prior inducements, promises or representations to me regarding the Work; and you are not be under any obligation to me if you do not desire to use the Work for any purpose.
3. I represent and warrant that I am the author of the Work (or I own and control it); that I am the present and sole owner of all right, title and interest in and to the Work; that no other person collaborated with me in creating the Work; that I have the exclusive, unconditional right and authority to submit and/or convey the Work to you; and that all important features of the Work are summarized herein.
4. I have retained at least one copy of the Work submitted to you concurrently herewith, and I agree that you do not have any obligation to return to me the copy submitted to you nor are you be responsible to me, financially or otherwise, for any loss or damage thereto. I understand that your return of the Work to me shall not terminate or affect any rights or obligations under this Agreement.
5. I acknowledge and agree that Institute is not interested in gaining access to information that is considered by me or a third party to be confidential. In order to ensure that there is no future misunderstanding of the respective rights of me and Institute, I understand that Institute has a policy under which it will not undertake to review or evaluate information that is claimed to be confidential by persons like me making a submission. Neither my submission to you nor anything in this Agreement shall be deemed to limit or restrict the freedom of or obligate any Institute Parties to me regarding the Work, nor prohibit use, without obligation to me, by any Institute Parties of materials created by others (collectively, "Third Party Materials") that are submitted to, or acquired by, any Institute Parties, or that are created or developed by any Institute Parties, prior to or after the submission of my Work to you.
6. I acknowledge that your use of Third Party Materials or the creation or development

of work or programs containing elements similar to or identical with those contained in my Work shall not obligate you to negotiate with me or entitle me to any compensation.

7. I agree that I will not use the potential interest of Institute with respect to any Work submitted to you in any promotional activity nor disclose to any other person that the Institute is evaluating any Work submitted by me.
8. I agree to release, indemnify, and hold the Institute Parties harmless from and against any and all claims, expenses, losses, causes of action, judgments or liabilities (including, without limitation, reasonable attorneys' fees) that may be asserted against any Institute Parties or incurred by any Institute Parties at any time in connection with the Work, or any use thereof, including, without limitation, those arising from any alleged breach of the covenants, warranties and promises given by me in this Agreement. I agree this release is binding on me, my legal representatives, heirs, successors, and assigns.
9. This Agreement constitutes our entire understanding and no other agreement, written or oral, express or implied, exists between us with respect to the Work. I agree that the terms of this Agreement control the rights and obligations respecting the Work, notwithstanding any legends, markings, or other restrictions embodied in, attached to, or accompanying the submission of such Work. Any modification or waiver hereunder or termination hereof must be in writing, signed by both of us. I agree that no oral representations of any kind have been made to me. This understanding shall be construed in accordance with the laws of the State of Georgia applicable to agreements executed and fully performed therein. The invalidity of any provision hereof shall not affect the remaining provisions. Any references to you shall be deemed also to refer to your subsidiary and affiliated corporations, companies under common ownership or control with you, and your directors, officers, agents, employees, lessees, licensees, successors and assigns.

Your signature together with mine below shall constitute this a binding agreement.

I HAVE READ AND UNDERSTAND AND AGREE TO ALL OF THE FOREGOING.

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

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Telephone: \_\_\_\_\_

AGREED TO AND ACCEPTED

---