



Application for Employment

Today's Date: ___/___/___

Personal Information

Last Name	First Name	Middle	Home Telephone ()
Street Address			Social Security #
City, State, Zip Code			Will you work overtime if asked? ___Yes ___No
Email Address			
Have you applied for employment with us? ___No ___Yes Month and Year ___/___		Which Department? _____	
Position Desired			Pay expected
Apart from absence for religious observance, are you available for full time work? ___Yes ___No. What hours/days are you available to work?			
Are you legally eligible for employment in the United States? ___Yes ___No. Explain _____			When will you be available to begin?
Other special training or skills (languages, machine operation, etc.)			

Educational Information

Schools	Name & Location Of School	Course of Study	Years	Did you Graduate	Degree / Diploma
Graduate School				___Yes ___No	
4 year College				___Yes ___No	
Business Trade Technical				___Yes ___No	
High School				___Yes ___No	

Employment Information

Please give accurate, complete full and part-time employment record.

Begin with your present or most recent employer. Submission of a resume may not substitute for completion of this section.

Company Name	Telephone ()
Address	Employed (state month and year) From ___/___ to ___/___
Name of Supervisor	Pay Start _____ Last _____
Job Title and Brief Description	Reason for leaving
May we contact? ___Yes ___No If "No" please state reason	

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Address	Employed (state month and year) From ___/___ to ___/___
Name of Supervisor	Pay Start _____ Last _____
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Name of Supervisor	Pay Start _____ Last _____
Job Title and Brief Description	Reason for leaving
May we contact? _____ Yes _____ No If "No" please state reason	

Professional References

<u>Name</u>	<u>Phone Number</u>	<u>Title/Position</u>	<u>Years Acquainted</u>

Additional Information

<p>1). Have you been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by a court?</p> <p>_____ No _____ Yes describe in full _____</p>
<p>2). Have you ever been convicted for any crime, including sex or abuse related claims?</p> <p>_____ No _____ Yes describe in full _____</p>
<p>3). Do you currently have a case pending in the courts?</p> <p>_____ No _____ Yes describe in full _____</p>
<p>State names of relative(s) and/or friend(s) working for the museum (indicate relation).</p>



Acknowledgement

The information provided in this Application for Employment is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. If you decide to engage an investigative consumer-reporting agency to report on my credit and personal history I authorize you to do so. If a report is obtained you must provide, at my request, the name of the agency so I may obtain from them the nature and substance of the information contained in the report.

Date _____/_____/_____ **Signature** _____