

# Application for Employment



Please Print Legibly

Position(s) Applying for \_\_\_\_\_ Date \_\_\_\_\_

Referral Source: Advertisement Employee Gov't Employment Agency Walk-In Other

Name of Source (if applicable) \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

If necessary, best time to contact is \_\_\_\_\_

Are you over the age of 18 years? Yes No If no, what is your age? \_\_\_\_\_

May we contact you at work? Yes No If yes, work number and best time to call \_\_\_\_\_

Have you filed an application here before? Yes No If yes, give date \_\_\_\_\_

Have you ever been employed here before? Yes No If yes, give dates \_\_\_\_\_

Date you are available for work \_\_\_\_\_

Are you legally eligible for employment in this country? Yes No  
(Proof of U.S. citizenship or immigration status will be required upon employment.)

Type of employment desired: Full Time Part Time Temporary Seasonal Ed. Co-op

Are you on lay off and subject to a recall? Yes No

Have you been convicted of a felony within the last 7 yrs.? Yes No (Conviction will not necessarily disqualify applicant from employment.) If yes, please explain: \_\_\_\_\_

## Educational Background

List last three (3) schools attended, starting with last one. List number of years attended and indicate degree or diploma earned, if any, and major and minor field of study (if applicable).

A. School & Location	B. Number Yrs. Attended	C. Degree/Diploma	D. Major

References: List name and telephone number of three business/work references who are not related to you. If not applicable, list three school or personal references who are not related to you.

Name	Telephone	Years Known	Relationship

List professional, trade, business or community associations you are involved in, tasks performed and any offices held. (Exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, disability or other protected status.)

Organization	Tasks Performed/Offices Held

List special accomplishments, publications, awards.

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**Employment History**

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience.

Employer _____
Address _____
Telephone _____
Dates Employed From _____ to _____
Job Title _____
Immediate Supervisor and Title _____
Hourly Rate/Salary: Starting \$ _____ Final \$ _____
Summarize the nature of the work performed and job responsibilities _____
_____
_____
Reasons for leaving _____
_____
May we contact for reference?      Yes      No      Later

Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
Dates Employed From \_\_\_\_\_ to \_\_\_\_\_  
Job Title \_\_\_\_\_  
Immediate Supervisor and Title \_\_\_\_\_  
Hourly Rate/Salary: Starting \$ \_\_\_\_\_ Final \$ \_\_\_\_\_  
Summarize the nature of the work performed and job responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reasons for leaving \_\_\_\_\_  
\_\_\_\_\_  
May we contact for reference?      Yes      No      Later

Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
Dates Employed From \_\_\_\_\_ to \_\_\_\_\_  
Job Title \_\_\_\_\_  
Immediate Supervisor and Title \_\_\_\_\_  
Hourly Rate/Salary: Starting \$ \_\_\_\_\_ Final \$ \_\_\_\_\_  
Summarize the nature of the work performed and job responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reasons for leaving \_\_\_\_\_  
\_\_\_\_\_  
May we contact for reference?      Yes      No      Later

Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
Dates Employed From \_\_\_\_\_ to \_\_\_\_\_  
Job Title \_\_\_\_\_  
Immediate Supervisor and Title \_\_\_\_\_  
Hourly Rate/Salary: Starting \$ \_\_\_\_\_ Final \$ \_\_\_\_\_  
Summarize the nature of the work performed and job responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reasons for leaving \_\_\_\_\_  
\_\_\_\_\_  
May we contact for reference?      Yes      No      Later

Comments (including explanation of any gaps in employment) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Skills and Qualifications:** Summarize special skills and qualifications acquired from employment or other experiences that may qualify you for work with the Stuhr Museum.

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**Authorization and Understanding**

Upon the signing of this application, I represent that all of the information now or hereafter given by me in support of my application for employment is true and complete. I authorize you to verify any of the information concerning my employment, education or credit history with the appropriate individuals, companies, institutions or agencies and I authorize them to release such information as you require, including my prior disciplinary employment record, without obligation to give me written notice of such disclosure. I also authorize you to release any information requested by any of my prospective or subsequent employers without any obligation to give me written notice of such disclosure. I hereby release you and them from any liability whatsoever as a result of any such inquiries and disclosures. I agree that any false information in support of my application may subject me to discharge at any time during the period of my employment. If hired, I agree I will serve at the will of the Stuhr Museum and I agree that I shall be bound by the rules, policies, regulations and terms and conditions of employment of the Stuhr Museum as they are from time to time changed with or without notice to me. I agree that either party may terminate the employment relationship, with or without cause, at any time for any reason. I hereby authorize the Stuhr Museum to deduct from each and every period of my pay any amounts necessary to offset any damages caused by me or the value of property or money entrusted to me by, or owed by me to the Stuhr Museum during the course of my employment. I agree that these arrangements may only be altered in writing directed to me personally by the Executive Director of the Stuhr Museum. I further agree that if I should bring any action or claim arising out of my employment against the Stuhr Museum in which the Stuhr Museum prevails, I will pay to the Stuhr Museum any and all costs incurred by the firm in defense of said claims or actions, including attorneys fees.

The Stuhr Museum is an equal opportunity employer. The Stuhr Museum does not discriminate in employment; no question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by local, state or federal law.

This application is current for only six (6) months. At the conclusion of this time, if I have not heard from the Stuhr Museum and still wish to be considered for employment, it will be necessary for me to fill out a new application.

**I \_\_\_\_\_ hereby give consent to any and all prior employers of mine to provide information with regard to my employment with prior employers to representatives of Stuhr Museum.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Please return completed application to:

