

Polk Museum of Art Application for Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Position(s) Applied For:		Date of Application:	
How Did You Learn About Us?			
<input type="checkbox"/> Advertisement		<input type="checkbox"/> Friend	
<input type="checkbox"/> Employment Agency		<input type="checkbox"/> Referred by _____	
Last Name:		First Name:	
		Middle Initial:	
Address:	Number	Street	Lot/Apt. City State Zip Code
Telephone Number(s):		Social Security Number (voluntary):	

(PLEASE PRINT)

Best time to contact you at home is: _____:____ am/pm

If you are under 18 years of age, can you provide required Proof of eligibility to work? _____ yes _____ no

Have you ever filed an application with us before? _____ yes _____ no
If yes, give date _____

Have you ever been employed with us before? _____ yes _____ no
If yes, give date(s) _____

Are you currently employed? _____ yes _____ no

May we contact your present employer? _____ yes _____ no

Are you prevented from lawfully becoming employed in this country Because of Visa or Immigration Status? _____ yes _____ no
Proof of citizenship or immigration status will be required upon employment.

Date available for work ____/____/____ What is your desired salary/pay range? _____

Are you available to work: _____ Full Time _____ Part Time _____ Temporary

Are you currently on "lay-off" status and subject to recall? _____ yes _____ no

EDUCATION:				
School	Name and Address of School	Course of Study	Number of Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate/ Professional				
Other (Specify)				

Work Experience: Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected areas.

Employer:	Dates Employed From To	Work Performed
Address:		
Telephone #:		
Present Job Title:	Hourly Rate/Salary Starting Final	
Supervisor:		
Reason for Leaving:		May we contact? ___ yes ___ no

Employer:	Dates Employed From To	Work Performed
Address:		
Telephone #:		
Present Job Title:	Hourly Rate/Salary Starting Final	
Supervisor:		
Reason for Leaving:		May we contact? ___ yes ___ no

Employer:	Dates Employed From To	Work Performed
Address:		
Telephone #:		
Present Job Title:	Hourly Rate/Salary Starting Final	
Supervisor:		
Reason for Leaving:		May we contact? ___ yes ___ no

Comments: Include explanation of any gaps in employment. Attach your resume if applicable. Use back page if more room needed.

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

Additional Information (other qualifications, such as special job-related skills):

Specialized Skills or Equipment Operated:

<input type="checkbox"/> Terminal	<input type="checkbox"/> Spreadsheet	Production/Mobile	Other (list)
<input type="checkbox"/> PC/MAC	<input type="checkbox"/> Word Processing	Machinery	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Shorthand	_____	_____
WPM ____	WPM ____	_____	_____

State any additional information you feel may be helpful to us in considering your application.

References:

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

Polk Museum of Art is a high-security facility. Every employee is charged with protecting the art that we have been entrusted with, whether part of our permanent collection or on loan from other venues. All prospective employees are required to pass a drug test, and will have a criminal background check done for criminal activity on a city, county, state and national level.

Have you ever been bonded? yes no

If yes, with what employers?

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by a court?

yes no If "yes", describe in full.

State names of relatives and friends working for us.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given. yes no

Applicant's Statement:

- I certify that answers given herein are true and complete.
- I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.
- This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.
- I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.
- In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

Additional room for answers: