

HANFORD MILLS MUSEUM

EMPLOYMENT APPLICATION

PERSONAL

Name: _____
(Last) (First) (Middle)

Address: _____
(Street) (City) (State) (Zip Code)

Telephone: _____
(Area Code)

Email Address: _____

Have you been convicted of a crime? Yes No If yes, explain: _____
The employer complies with N.Y.S. Correction Law: Article 23-A and does not unfairly discriminate against persons previously convicted of criminal offenses.

Are you eligible to work in the United States? Yes No

Have you previously worked for us? Yes No If yes, what position and when?

EDUCATION

Type of School	Name and Location	Course of Study	Number of Years	Degree, Diploma, Certificate, and Honors Received
High School				
College/University				
Other Education				

EMPLOYMENT HISTORY (List Most Recent First)

1. Name of Employer: _____
 Address: _____ Phone: _____
(Street) (City) (State) (Zip Code)
 Supervisor and Title: _____ Your Title: _____
 Employed From _____ to _____ Starting Salary: _____ Ending Salary: _____
 If this is current employer, may we contact them for a reference? Yes No
 Work Performed: _____
 Reason for Leaving: _____

2. Name of Employer: _____
 Address: _____ Phone: _____
(Street) (City) (State) (Zip Code)
 Supervisor and Title: _____ Your Title: _____
 Employed From _____ to _____ Starting Salary: _____ Ending Salary: _____
 Work Performed: _____
 Reason for Leaving: _____

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3. Name of Employer: _____

Address: _____ Phone: _____
(Street) (City) (State) (Zip Code)

Supervisor and Title: _____ Your Title: _____

Employed From _____ to _____ Starting Salary: _____ Ending Salary: _____

Work Performed: _____

Reason for Leaving: _____

Attach additional pages as needed to provide complete employment history

Provide a minimum of three professional references and one personal reference in the space below

REFERENCES			
<i>Name</i>	<i>Relationship</i>	<i>Daytime Phone</i>	<i>Home Phone</i>

ACKNOWLEDGEMENTS
<p>Read each statement carefully before signing</p> <p>I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.</p> <p>I authorize the investigation of any or all statements contained in this application and authorize any person, school, current employer (except as previously noted), past employers and organizations named in this application to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.</p> <p>I understand that verification of my eligibility to work in the United States must be satisfied at the time of hire.</p> <p>I understand that if I am extended an offer of employment, both the offer and continued employment is contingent on completion of all employment requirements set by HMM and the specific requirements of programs within HMM.</p> <p>I UNDERSTAND THAT THIS APPLICATION OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT WILL ACCORDING TO NEW YORK STATE LAW AND MY EMPLOYMENT MAY BE TERMINATED BY HANFORD MILLS MUSEUM OR BY ME AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.</p> <p>I have read, understand and by my signature consent to these statements.</p> <p>Applicant Signature: _____ Date: _____</p>

Attach resume and cover letter