

Application for Employment

High Desert Museum is an equal opportunity employer. Our museum does not discriminate on the basis of age, race, religion, color, sex, national origin, marital status, physical or mental disability, arrest record, or any other classification protected under the law.

If you have difficulty completing this application, please contact Human Resources.

IDENTIFICATION		DATE
NAME (FIRST/LAST)		SOCIAL SECURITY #
PRESENT ADDRESS/NO. STREET	CITY/STATE	ZIP
HOME TELEPHONE	BUSINESS/MESSAGE TELEPHONE	

POSITION DATA	
POSITION DESIRED	
DATE AVAILABLE	SALARY DESIRED
HOW DID YOU HEAR OF OPENING? (list newspaper, community agency, referral, etc.)	

PERSONAL QUALIFICATIONS PLEASE FILL OUT THIS SECTION WHEN APPLICABLE TO THE POSITION YOU ARE SEEKING
SPECIAL SKILLS: (Computer Skills, MS Word, Excel, MS Outlook, PowerPoint, Industry Specific)
OTHER SKILLS OR EXPERIENCE THAT WOULD SPECIFICALLY QUALIFY YOU FOR THIS POSITION, LIST ANY RELEVANT CERTIFICATES, LICENSES, OR MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS.
CAN YOU PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING, WITH OR WITHOUT REASONABLE ACCOMMODATION?
ARE YOU A U.S. CITIZEN OR OTHERWISE LEGALLY AUTHORIZED TO WORK IN THE U.S.?
HAVE YOU EVER BEEN CONVICTED OF A CRIME? IF SO, PLEASE EXPLAIN.
HAVE YOU EVER BEEN INVESTIGATED OR TERMINATED FOR MISCONDUCT RELATED TO YOUR EMPLOYMENT? IF SO, PLEASE EXPLAIN.

CONTINUE TO NEXT PAGE

HIGH DESERT MUSEUM

EMPLOYMENT HISTORY <i>Beginning with the most recent, list below all employers for past 10 years (if necessary, please use another piece of paper)</i>			
COMPANY		TELEPHONE NO.	
ADDRESS (NO. & STREET)		CITY, STATE, ZIP	
NAME OF YOUR SUPERVISOR		TITLE OF YOUR SUPERVISOR	
STARTING POSITION		POSITION ON LEAVING	
FROM (Month/Year)	TO (Month/Year)	STARTING SALARY	FINAL SALARY
REASON FOR LEAVING			
DESCRIPTION OF DUTIES			

COMPANY		TELEPHONE NO.	
ADDRESS (NO. & STREET)		CITY, STATE, ZIP	
NAME OF YOUR SUPERVISOR		TITLE OF YOUR SUPERVISOR	
STARTING POSITION		POSITION ON LEAVING	
FROM (Month/Year)	TO (Month/Year)	STARTING SALARY	FINAL SALARY
REASON FOR LEAVING			
DESCRIPTION OF DUTIES			

COMPANY		TELEPHONE NO.	
ADDRESS (NO. & STREET)		CITY, STATE, ZIP	
NAME OF YOUR SUPERVISOR		TITLE OF YOUR SUPERVISOR	
STARTING POSITION		POSITION ON LEAVING	
FROM (Month/Year)	TO (Month/Year)	STARTING SALARY	FINAL SALARY
REASON FOR LEAVING			
DESCRIPTION OF DUTIES			

COMPANY		TELEPHONE NO.	
ADDRESS (NO. & STREET)		CITY, STATE, ZIP	
NAME OF YOUR SUPERVISOR		TITLE OF YOUR SUPERVISOR	
STARTING POSITION		POSITION ON LEAVING	
FROM (Month/Year)	TO (Month/Year)	STARTING SALARY	FINAL SALARY
REASON FOR LEAVING			
DESCRIPTION OF DUTIES			

HIGH DESERT MUSEUM

<i>EDUCATION</i>					
NAME AND CITY OF SCHOOL		COURSE OF STUDY	NO. OF YEARS COMPLETED	DID YOU GRADUATE?	DEGREE
HIGH SCHOOL					
COLLEGE					
GRADUATE					
OTHER					

<i>REFERENCES</i>			
PROFESSIONAL REFERENCES (List persons other than former employers or relatives.)			
NAME	YEARS KNOWN	ADDRESS	PHONE NUMBER
1.			
2.			
3.			
BY WHAT NAME, OTHER THAN THE ONE SHOWN ON THIS APPLICATION, WOULD PAST EMPLOYERS OR SCHOOLS KNOW YOU?			

<i>YOUR PLACE IN OUR COMPANY</i>
PLEASE EXPLAIN YOUR INTEREST IN THIS PARTICULAR POSITION AND WHAT SKILLS AND ABILITIES YOU BRING TO YOUR WORK. DESCRIBE HOW YOUR BACKGROUND AND EXPERIENCE WOULD BE COMPATIBLE WITH EMPLOYMENT AT THE HIGH DESERT MUSEUM.

CONTINUE TO NEXT PAGE

AUTHORIZATION

PLEASE READ CAREFULLY BEFORE SIGNING. YOUR SIGNATURE IS REQUIRED IN ORDER TO BE CONSIDERED FOR EMPLOYMENT WITH THE HIGH DESERT MUSEUM.

1. I certify that all my statements and answers in this application are true and complete and made without any reservation or evasions. I understand that any verbal or written statement that is false, fraudulent or misleading that is contained in this application or attached materials, or made in the course of any related employment process, whether made by me or by others at my request, will result in rejection of my application, denial of employment or dismissal from employment if discovered after employment. I understand that any untrue or incomplete statements or omissions of requested information in this application may result in my later discharge if I become employed by High Desert Museum.
2. I authorize all schools which I attended and all of my previous employers to furnish to High Desert Museum my records, reasons for leaving, and all information they may have concerning me. I hereby release them and their employees and High Desert Museum and its employees from all liability for any damage whatsoever arising therefrom. I also authorize investigation of all statements in this application.
3. I understand and agree that, should I be employed by High Desert Museum, the employment relationship I have with High Desert Museum will be on an **AT-WILL** basis. This means that I am free to terminate my employment with High Desert Museum at any time without cause or notice and that High Desert Museum is similarly entitled to terminate my employment without cause or notice.
4. With the exception of my at-will employment relationship described in paragraph 3, I acknowledge that the procedures, policies and practices of High Desert Museum, its employee handbook, and the conditions of my employment may be changed at any time by High Desert Museum in its sole discretion and do not and will not constitute an employment contract or imply any contractual obligations.
5. I understand that before a job offer will be made to me, I will be asked to submit for review and copying, documents indicating my legal authorization to work in the United States. This procedure is in compliance with the Immigration Reform and Control Act of 1986, which applies to all persons hired with a U.S. employer after November 6, 1986. Upon submission of these documents I will also be asked to sign an INS Form I-9 form under penalty of perjury indicating that I am a citizen or national of the U.S., an alien lawfully admitted for permanent residence, or an alien who is otherwise authorized by immigration laws to obtain employment in the U.S.
6. I understand that consideration for employment is contingent on the results of a reference and background check. I authorize High Desert Museum to investigate the truthfulness of all statements made on this application and to contact my former employers, other listed references or any other persons who can verify information. I further authorize High Desert Museum to discuss the results of any investigation with all of their employees who are involved in the hiring process. I further authorize all contacted persons and former employers to provide information concerning this application, my background and suitability of employment and I release each such person and former employers from liability for providing such information.

Thank you for your cooperation and your interest in employment with High Desert Museum.

Signature: _____ Date: _____