



HUNTINGTON MUSEUM OF ART

Please Print All Requested Information (Except Signature)

Date:

Position(s) Applied For

(1)

(2)

Application for Employment, Volunteer Service or Independent Contractor Status

Personal Information

Name (first, middle, last)

Address (street, city, state, zip)

Telephone (include area code) E-Mail

Are you legally eligible for employment in the United States? Yes No

Have you ever worked for the Museum before? Yes No

If you are under 18, please list age Date you can start

Can you work (check all that apply) Weekends Holidays Days Evenings

Do you possess a valid driver's license? Yes No

Have you ever been convicted of any crime, federal, state or local, including, but not limited to, sex related or child abuse related crimes? Yes No

If yes, explain below

1) nature of crime, 2) date of conviction, and 3) court in which convicted.

1.

2.

3.

Military

Have you ever served in the Armed Forces? Yes No If yes, what branch?

Date entered Date discharged (Please provide copy of DD214)

Are you currently active in the National Guard or Reserve? Yes No

Education

School	Name and Location (city & state)	Number of Years Completed	Field of Study	Degree or Diploma Received?
High				<input type="checkbox"/> Yes <input type="checkbox"/> No
College				<input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No

Employment History <i>List last three employers, starting with the most recent.</i>	
Company Name:	Telephone
Address	Employed (mm/yy) From To
Job Title	Starting Salary Ending Salary
Description of Duties	
Name of Supervisor	Reason for Leaving
Employment History.	
Company Name:	Telephone
Address	Employed (mm/yy) From To
Job Title	Starting Salary Ending Salary
Description of Duties	
Name of Supervisor	Reason for Leaving
Employment History <i>List last three employers, starting with the most recent.</i>	
Company Name:	Telephone
Address	Employed (mm/yy) From To
Job Title	Starting Salary Ending Salary
Description of Duties	
Name of Supervisor	Reason for Leaving
May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do not contact
We may contact the employers listed above unless you indicate those you do not wish to be contacted.	Employer Name Reason
References <i>List two personal references who are not relatives of former supervisors.</i>	
Name, Address & Occupation	
Telephone, Email & Years known	
Name, Address & Occupation	
Telephone, Email & Years known	

Authorization

I hereby affirm that this application contains no willful misrepresentations or falsifications and that the information furnished by me is complete and true to the best of my knowledge.

I understand that any misrepresentation or falsification on my part will result in discharge in the event that I am employed by the Huntington Museum of Art.

I hereby authorize my former employers to give any information regarding my employment with them. A present employer will not be contacted unless I give express permission.

I understand that employment with the Huntington Museum of Art requires a pre-employment background check, which will include a criminal background check, as well as a drug screen. A credit check may also be performed depending upon the position being applied for.

If employed, I agree to conform to all the rules and regulations of the Huntington Museum of Art as may be set forth in its employee handbook, personnel manual, or other documents and acknowledge that these rules and regulations may be changed by the Huntington Museum of Art at any time, in its sole discretion without any prior notice to me.

Signature _____ Date _____