



Children's Museum of Green Bay

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Name _____			Date _____	
Last	First	Middle		
Present address _____			State	Zip
Street			City	
Home Phone () _____				
Mobile Phone () _____			Are you at least 16 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	
E-mail _____				

EMPLOYMENT DESIRED

Position applied for _____	Date available to start _____					
Salary desired _____	Hours per week desired _____					
Please list your availability below:						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Business or Trade School				
Professional or Graduate School				

WORK EXPERIENCE

Please list your previous work experience beginning with your most recent job held.

Employer	Supervisor's Name	Dates Employed From To	Pay or salary Start Final
Address			
Phone	Your last job title		
Reason for leaving (be specific)			
List the duties performed and skills used or learned at this job.			

Employer	Supervisor's Name	Dates Employed From To	Pay or salary Start Final
Address			
Phone	Your Last Job Title		
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Phone	Your last job title		
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List the duties performed and skills used or learned at this job.			

Have you ever been convicted of a felony? If yes, explain:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If hired, can you provide proof of U.S. citizenship or proof of your legal right to live and work in this country?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been employed with this company? If yes, when?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have any friends or relatives employed by this company? If yes, please provide their names and relationship to you.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

REFERENCES

Please list below three persons not related to you who have knowledge of your work performance and/or personal qualifications within the last 5 years.

Name		Relationship
Telephone	E-mail	Years acquainted

Name		Relationship
Telephone	E-mail	Years acquainted

Name		Relationship
Telephone	E-mail	Years acquainted

APPLICATION FORM WAIVER

Please read each paragraph closely, initial each, and sign below

	I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or any other document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.
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	I hereby authorize The Children's Museum of Green Bay to thoroughly investigate my references, work records, education, driving record, criminal background and other matters related to my suitability for employment.
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	I understand that nothing contained in the application, or conveyed during any interview which may be granted, or during my employment, if hired, is intended to create an employment contract between me and The Children's Museum of Green Bay, other than one that is "at will." I understand and agree that if I am employed, my employment will be of an "at will" nature, whereby either the employee or the employer may terminate the employment relationship at any time, with or without cause or notice. I further understand that my employment, if hired, is for no definite or determinable period of time and may be terminated at any time, at the option of either myself or The Children's Museum of Green Bay, and that no promise or representation contrary to the foregoing is binding on the company unless made in writing and signed by me and the company's designated representative.
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Signature of applicant: _____ Date: _____

The Children's Museum of Green Bay is an Equal Opportunity Employer and does not discriminate against race, color, religious creed, national origin, ancestry, sex, age, veteran status, marital status, sexual orientation, gender identity or physical challenges. We assure you that your opportunity for employment with The Children's Museum of Green Bay depends solely on your qualifications.

Thank you for completing this application form and for your interest in our organization.

Staff Use Only

Position Offered: _____

Starting Wage: _____

Start Date: _____

Please respond to the questions below in the space provided.

List three important lessons you learned as a child that you choose to live by today. Explain why you feel each lesson is important.

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What is the most important skill that you can bring to our team? How can this skill impact our team? How can this skill impact our guests?

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Where do you see yourself in five years? How can employment at our organization help prepare you for these goals?

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