

Wiregrass Museum of Art

This Employment Application Will Remain Active for Six (6) months from Date of Completion

Background Information

Name: _____ Social Security #: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: (____) _____ Cell Phone: (____) _____ Alternate Phone: (____) _____

Date Available to Start: _____ Please Check: Full-Time Part-Time Temporary

What schedules are you available? Weekdays Weekends Evenings Overtime Nights

Desired Pay Rate: \$ _____ Position(s) Applied For: _____

How did you learn about the Wiregrass Museum of Art?

Have you ever worked for the Wiregrass Museum of Art before? Yes No If Yes, Dates _____

Have you ever applied for work with the Wiregrass Museum of Art before? Yes No If Yes, Dates _____

Do any of your friends or relatives work here? Yes No If Yes, name and relationship _____

Additional Screening Information

Are you eligible to work in the U.S.? _____.

Are you willing to work overtime? Yes No

Do you have Reliable Transportation? Yes No

Have You Been Convicted of, or Pled Guilty to, **Any** Crime Within the Last Ten (10) Years? No Yes
(Subject to applicable law, a conviction may not necessarily disqualify you from employment.)

If Yes, Please list **ALL** Convictions:

Are You At Least Eighteen (18) Years of Age? Yes No

Do you speak or write any foreign language? Yes No
If yes, please explain: _____

Education and Training Summary

High School: _____ City & State: _____

Diploma? Yes No G. E. D. If no, highest grade completed: 8 9 10 11 12

College: _____ City & State: _____

Graduated? Yes No Degree: _____

Other: _____ City & State: _____

Graduated? Yes No Degree: _____

Please list any certifications or licenses received: _____

Work History

(Please list most recent position first)

1. Dates From/To: _____ Employer: _____ City/State: _____

Supervisor Name: _____ Phone #: _____

Job Title: _____ Reason for Leaving: _____

Duties/Responsibilities: _____

Are You Eligible For Rehire? Yes No If No, Why? _____

2. Dates From/To: _____ Employer: _____ City/State: _____

Supervisor Name: _____ Phone #: _____

Job Title: _____ Reason for Leaving: _____

Duties/Responsibilities: _____

Are You Eligible For Rehire? Yes No If No, Why? _____

3. Dates From/To: _____ Employer: _____ City/State: _____

Supervisor Name: _____ Phone #: _____

Job Title: _____ Reason for Leaving: _____

Duties/Responsibilities: _____

Are You Eligible For Rehire? Yes No If No, Why? _____

4. Dates From/To: _____ Employer: _____ City/State: _____

Supervisor Name: _____ Phone #: _____

Job Title: _____ Reason for Leaving: _____

Duties/Responsibilities: _____

Are You Eligible For Rehire? Yes No If No, Why? _____

Please explain any gaps in previous employment: _____

Please list any special skills _____

Equal Opportunity Statement

Wiregrass Museum of Art provides equal employment opportunities to all employees and applicants without regard to race, color, creed, religion, sex, national origin, age, citizenship, disability, marital status, veteran status or any other protected status. This policy governs all areas of employment at Wiregrass Museum of Art, including recruiting, hiring, training, assignments, promotions, compensation, benefits, discipline and terminations.

Confidentiality Agreement and Employment-At-Will

In the event I am hired by Wiregrass Museum of Art, I will not disclose, use or take, directly or indirectly, either during or after my employment, any property of Wiregrass Museum of Art or confidential or proprietary information concerning Wiregrass Museum of Art clients, vendors, employees and / or its business. I also agree to deliver promptly to Wiregrass Museum of Art, on request or on the date of termination of my employment, all documents, copies thereof, and other materials relating to any confidential or proprietary information that is the property of Wiregrass Museum of Art. Additionally, I agree to return all equipment, tools, instruments, identification badges / documents, materials, outstanding cash advances, wages paid in error, credit cards, keys, software, hardware, or any other items furnished to me by Wiregrass Museum of Art. I hereby agree that if I do not return said items and/or cash, I authorize Wiregrass Museum of Art to deduct the value of such items from my paycheck.

Furthermore, I understand that if I am employed by Wiregrass Museum of Art for any duration, that such employment is of an AT WILL nature, meaning that I can end my employment relationship with Wiregrass Museum of Art at any time, for any reason or no reason at all, and that Wiregrass Museum of Art may terminate my employment at any time, for any reason, with or without cause, or for no reason at all. I also understand and acknowledge that completion of this application for employment does not guarantee me a personal interview, an offer of employment, or consideration for current or future openings, and that no commitments are made or implied regarding employment, and that this document does not create a contract of employment or otherwise, either express or implied, between Wiregrass Museum of Art and myself.

Acknowledgement and Agreement:

Applicants Signature

Date