

# Rochester Museum & Science Center

## APPLICATION FOR EMPLOYMENT

We appreciate your interest in the Rochester Museum & Science Center (RMSC). We are an equal opportunity employer. RMSC does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, gender, sexual orientation, marital status, domestic violence victim status, predisposing genetic characteristics or genetic information, physical or mental disability, military status or any other characteristic protected by law.

## PERSONAL INFORMATION

*Incomplete information could disqualify you from further consideration. Please complete all fields.*

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Home Phone # \_\_\_\_\_ Mobile Phone # \_\_\_\_\_

Are you eligible to work in the U.S? \_\_\_Yes \_\_\_No

(Proof of identity and eligibility will be required upon employment)

Are you at least 18 years or older? \_\_\_Yes \_\_\_No

(If no, you may be required to provide authorization to work.)

Are you available to work: \_\_\_ days \_\_\_ nights \_\_\_ weekends

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? \_\_\_Yes \_\_\_No

## EMPLOYMENT DESIRED

Position you are applying for: \_\_\_\_\_

Hourly rate/Salary desired \_\_\_\_\_ Date you can start \_\_\_\_\_

## REFERRAL SOURCE

How did you hear about us? \_\_\_ Walk-In \_\_\_ Advertisement \_\_\_ Referral Other

Have you ever worked for the RMSC before? \_\_\_Yes \_\_\_No Explain \_\_\_\_\_

Do you know anyone who works for the RMSC? \_\_\_Yes \_\_\_No

If yes, who? \_\_\_\_\_

EDUCATION	Name and location of school	Degree Received	Subjects studied/Major
High School			
College or University			
Trade, Business or Correspondence School			

**EMPLOYMENT HISTORY** Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration.*

Are you currently employed? \_\_\_\_ If so may we inquire of your present employer? \_\_\_\_\_

From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain.

\_\_\_\_\_

**REFERENCES**

Give the names of three professional references (persons not related to you), whom you have known at least three (3) years.

Name	Address, Phone, Email	Company	Years Acquainted
1			
2			
3			

**Please read carefully before signing.**

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for RMSC to hire me. If I am hired, I understand that either RMSC or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of RMSC has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to RMSC true and complete information on this application. No requested information has been concealed. I authorize RMSC to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date \_\_\_\_\_ Signature \_\_\_\_\_

**THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE ABOVE.**