



Koch Family Children's Museum of Evansville
Application for Employment

P.O. Box 122 ♦ Evansville, IN 47701 ♦ www.cmoekids.org

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. WE ARE AN EQUAL OPPORTUNITY EMPLOYER

(Please Print) Date of Birth: Social Security No:

Last Name First Name Middle Initial

Mr. Ms. Mrs. Miss Dr. Preferred Name:

Street Address Apt./Bldg. No.

City State Zip Code

Home Phone Cell Phone Business Phone

I prefer to receive phone calls at: Home Cell Business Email:

Have you filed an application with cMoe/Hands On Discovery, Inc., before: No Yes When?

Have you been employed with cMoe/Hands On Discovery, Inc., before: No Yes When?

If you are under 18 years of age, can you provide required proof of your eligibility to work? No

Are you currently employed? No Yes May we contact your present employer? No

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? Yes No

Proof of citizenship or immigration will be required upon employment.

What position are you applying for?

On what date would you are available for work?

Are you available to work: (check as many as apply) Full time Part time Year round

Temporary - dates available:

Can you travel if job requires it? No Yes

Have you ever been convicted of a felony? No Yes Date:

Conviction will not necessarily disqualify an applicant for employment.

If yes, please explain:

Availability

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Education

	<i>Name and Location of School</i>	<i>Course of Study</i>	<i>Years Completed</i>
High School			
Undergraduate College			
Graduate Professional			
Other (Specify)			

Indicate any foreign languages you speak, read and/or write

	Fluent	Good	Fair
Speak			
Read			
Write			

Describe any specialized training, apprenticeships, skills and extra-curricular activities.

Describe any job related training received in the United States military.

List professional, trade, business or civic activities and offices held.

You may exclude membership that would reveal gender, race, religion, national origin, age, ancestry, disability or another protected status.

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	<i>Dates Employed</i>		Work Performed
	<i>From</i>	<i>To</i>	
Address			
Telephone Number(s)	<i>Hourly Rate/Salary</i>		
	<i>Starting</i>	<i>Final</i>	
Your Job Title			
Supervisor			
Reason for Leaving			

Employer	<i>Dates Employed</i>		Work Performed
	<i>From</i>	<i>To</i>	
Address			
Telephone Number(s)	<i>Hourly Rate/Salary</i>		
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	<i>Starting</i>	<i>Final</i>	
Your Job Title			
Supervisor			
Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

How did you learn about employment opportunities at cMoe/Hands On Discovery Children's Museum?

Please identify.

Newspaper _____
Magazine _____
College/University _____

Museum's website _____
Friend/Relative _____
Other _____

Please list the names of any museum employees you know.

Name	_____	Relationship	_____
Name	_____	Relationship	_____
Name	_____	Relationship	_____

References

Please list three people, other than relatives, who are willing to serve as personal references.

Name: _____ Organization (if applic.): _____
Address: _____ Phone Number: _____
City/State/Zip: _____
Email address: _____

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Name: _____ Organization (if applic.): _____
Address: _____ Phone Number: _____
City/State/Zip: _____
Email address: _____

.....

Name: _____ Organization (if applic.): _____
Address: _____ Phone Number: _____
City/State/Zip: _____
Email address: _____

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Please continue to next page

Please read and sign

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that a background check will be conducted prior to any job offer.

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with The Koch Family Children's Museum is of an "at will" nature, which means that I may resign at any time and The Koch Family Children's Museum may discharge me at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such a change is specifically acknowledged in writing by an authorized executive of the museum.

In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge. I understand, also, that I am required to abide by all rules and regulations of The Koch Family Children's Museum.

Applicant Signature

Applicant Printed Name

Date Signed

FOR OFFICE USE ONLY

Resume on file: No

Interviewed By

Date Interviewed

Disclosures

- No Yes Are you at least 18 years of age?
- No Yes Are you legally entitled to work in the United States?
- No Yes Are there any jobs or types of jobs in which you should not be considered? If yes, explain: _____
- No Yes Have you been convicted of, or entered a plea agreement relating to, a criminal offense other than a minor traffic violation? Conviction of a crime will not necessarily disqualify you from consideration. If yes, explain: _____
- No Yes Do you know of any reason that will make it difficult for The Koch Family Children's Museum, to obtain a surety bond ensuring your honesty? If yes, explain: _____
- No Yes Have you ever been discharged or asked to resign from a job? If so, explain: _____
- No Yes Are you under contractual or other obligations to any previous employer, including but not limited to confidentiality, non-compete or other similar agreement? If yes, explain: _____
- No Yes Have you ever applied here before? If yes, when: _____
- No Yes Have you ever worked here before? If yes, when: _____
- No Yes Do you have relatives* working within The Koch Family Children's Museum, Inc.? If yes, list names, relationships, department and locations: _____

* Relatives defined as husband, wife, son, daughter, father, mother, sister, brother, aunt, uncle, son-in-law, daughter-in-law, father-in-law, mother-in-law, sister-in-law, brother-in-law).

Applicant Certification

Please read these statements before signing, as your signature will indicate that you fully understand the statements and agree to be bound by their terms:

- Information from third parties: I authorize The Koch Family Children's Museum to request and receive responses and information which may be obtained from sources that may include friends, neighbors, personal acquaintances, schools, business/professional organizations/associations, credit reporting agencies, medical practitioners, law enforcement authorities and government agencies. I authorize any such parties to furnish the Company with responses and information concerning me and I hereby release the Company from any and all liability and responsibility arising from the release, request, receipt, or use of such responses and information.
- Pre-employment Drug Screening: As part of Museum's employment procedures, an applicant is required to undergo a pre-employment drug screening conducted by an authorized party designated by the Company. Any offer of employment that an applicant receives from the Company is contingent upon, among other things, satisfactory results of the screening.
- Truthfulness of information furnished: I certify that information which I have furnished on this application is true and complete, and I understand that any misrepresentation or omission will be sufficient cause for not being employed or for dismissal if employed. I also understand that employment is subject to satisfactory academic and past employment records and a satisfactory credit report.
- Employment at the will of the Company: I understand that if employed, my employment will be at the will of the parties, in other words, there will be no employment contract, expressed or implied, and my employment may be terminated at any time at the will of the Company or myself.
- Workplace investigations: I understand that if employed, the Museum, has the right in connection with workplace investigations to search computer files, desks, lockers, handbags, briefcases, automobiles or items brought onto company premises and I consent and agree to any such searches and further agree to cooperate in any workplace investigations by The Koch Family Children's Museum
- Company changes: I understand that if employed, The Koch Family Children's Museum, retains the right to change, add, modify, eliminate or otherwise revise its benefits, rules, policies at any time in its sole discretion.

Signature of applicant

Date Signed

Printed name of applicant

