

APPLICATION FOR EMPLOYMENT



The Pratt Museum is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, religion, age, sex, marital status, sexual orientation, disability, national origin, veteran status or other classifications protected by applicable federal, state, or local law.

PERSONAL INFORMATION

Name _____ Date of Application _____
Last First Middle

Address _____
Number & Street City State Zip Code

Position Applying For _____ [___ Full Time ___ Part Time] Date Available to Start _____

Email _____ Phone Numbers: Home _____ Cell Phone _____

Are you over 17 years old? ___ Yes ___ No

Are you legally eligible for employment in the United States? ___ Yes ___ No
(If offered employment, you will be required to provide documentation to verify eligibility.)

EDUCATION HISTORY

Please indicate education or training which you believe qualifies you for the position you are seeking:

High School: Number of Years Completed (circle one) 1 2 3 4 Diploma or G.E.D. ___ Yes ___ No

School(s) _____ City/State _____

College and/or Vocational School: Number of Years Completed (circle one) 1 2 3 4

School(s) _____ City/State _____

Major _____ Degree(s) Earned _____

Other Training or Degrees:

Degree(s) or Certificate(s) Earned _____

School(s) _____ City/State _____

PROFESSIONAL LICENSE OR MEMBERSHIP:

Type of License(s) Held _____

State of Alaska Driver's License Number _____

License Expiration Date _____

Other Professional Memberships _____

(Do not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status or any other protected status.)

SKILLS

Word Processing/Accounting _____

Design/Website/Social Media _____

Databases/Collections Software _____

Hardware Used: PC/Mac _____

Languages (include level of proficiency) _____

Other relevant skills _____

EMPLOYMENT HISTORY

** Have you ever been employed by the Pratt Museum? _____ Yes _____ No

If so, list your prior job(s) and date(s) of employment: _____

List last employer first. [A detailed resume may be attached to substitute for this section.]

(1) Employer _____ Address _____

Telephone _____ Position _____

Dates of Employment: From _____ (Mo/Yr) To _____ (Mo/Yr) No. of Hrs./Wk _____

Salary _____ Supervisor _____ Department _____

Duties: _____

Reason for Leaving: _____

May we contact this employer? _____ Yes _____ No

(2) Employer _____ Address _____

Telephone _____ Position _____

Dates of Employment: From _____ (Mo/Yr) To _____ (Mo/Yr) No. of Hrs./Wk _____

Salary _____ Supervisor _____ Department _____

Duties: _____

Reason for Leaving: _____

May we contact this employer? _____ Yes _____ No

(3) Employer _____ Address _____

Telephone _____ Position _____

Dates of Employment: From _____ (Mo/Yr) To _____ (Mo/Yr) No. of Hrs./Wk _____

Salary _____ Supervisor _____ Department _____

Duties: _____

Reason for Leaving: _____

May we contact this employer? _____ Yes _____ No

INTERN/VOLUNTEER EXPERIENCE

List any relevant intern or volunteer experience.

(1) Dates of Internship/Volunteer Position: From _____ (Mo/Yr) To _____ (Mo/Yr) No. of Hrs./Wk _____

Location _____ Supervisor _____

Duties: _____

(2) Dates of Internship/Volunteer Position: From _____ (Mo/Yr) To _____ (Mo/Yr) No. of Hrs./Wk _____

Location _____ Supervisor _____

Duties: _____

If you wish to describe additional work, intern or volunteer experience, attach the above information for each position on a separate piece of paper.

Explain any gaps in work history: _____

Have you ever been discharged or asked to resign from a job? _____ Yes _____ No

If yes, explain _____

Please note: An offer of employment may require a background check for some positions.

Will you be willing to submit to a formal background check? _____ Yes _____ No

Have you ever been convicted of a felony? _____ Yes _____ No

(If yes, you may be asked in subsequent interviews to explain how these convictions will impact your job duties.)

PROFESSIONAL REFERENCES

(1) Name _____

(2) Name _____

Relationship/Years _____

Relationship/Years _____

Email _____

Email _____

Phone (_____) _____

Phone (_____) _____

(3) Name _____

(4) Name _____

Relationship/Years _____

Relationship/Years _____

Email _____

Email _____

Phone (_____) _____

Phone (_____) _____

APPLICANT'S CERTIFICATION AND AGREEMENT

The undersigned authorizes Pratt Museum or its representative to contact my previous employers and other individuals I have given as references. I authorize and direct all such references and any employee of a previous employer to disclose any and all information regarding me and/or my employment, including, but not limited to, information about my job performance, attitude, skills, personality, character, experience, education, training, duties, wages, attendance, punctuality, discipline, strengths, weaknesses, evaluations, terminations, whether I would be rehired, and all other matters whatsoever regarding me and/or my employment. I hereby release and will hold harmless Pratt Museum and those who provide information from any and all liability of whatever kind and nature, which at any time could result from obtaining or using such information for employment decisions.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of Pratt Museum. However, I further understand that neither the policies, rules, regulations of employment, or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or Pratt Museum may terminate my employment at any time with or without notice or cause.

I understand I may be immediately terminated for false statements or omission of facts called for on this application.

Signature of Applicant _____ Date _____

**This application for employment is good for 30 days only.
Consideration for employment after 30 days may require a new application.**