



EMPLOYMENT APPLICATION

Thank you for your interest in working with the Santa Barbara Museum of Natural History (the Museum). Please complete **all** sections of this application thoroughly. **Please print.**

_____ Date

_____ Last Name

_____ First Name

_____ Middle

Present Address

_____ Address

_____ City

_____ State

_____ Zip

Permanent Address *(if different from above)*

_____ Address

_____ City

_____ State

_____ Zip

_____ Cell Phone

_____ Alternate Phone

_____ Email Address

Position applying for: _____

Personal Information

Have you ever applied or worked for the Museum before?

YES

NO

If yes, when _____ Which position? _____

(Circle) Main Campus /Sea Center

Do you have any friends or relatives working for the Museum?

YES

NO

If yes, please list:

_____ Name

_____ Relationship

(Circle) Main Campus /Sea Center

If hired, would you have a reliable means of transportation to and from work?

YES

NO

Are you at least 18 years of age?

(if under 18, hire is subject to verification that you are of minimum legal age.)

YES

NO

If hired, can you present evidence of your legal right to live and work in the United States?

YES

NO

Are you able to perform the essential functions of the job either with or without reasonable accommodation?

YES

NO

If no, please describe the functions that cannot be performed:

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)?

(Convictions for marijuana-related offenses that are more than two years old need not be listed.)

YES

NO

If yes, state nature of the crime(s), when and where convicted and the disposition of the case:

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Education & Training**High School**

Name _____
Address _____ City _____ State _____ Zip _____
No. yr(s)/mo(s) completed _____ Graduated? YES NO Diploma/Degree _____

College or University

Name _____
Address _____ City _____ State _____ Zip _____
No. yr(s)/mo(s) completed _____ Graduated? YES NO Diploma/Degree _____

Vocation or Business Training

Name _____
Address _____ City _____ State _____ Zip _____
No. yr(s)/mo(s) completed _____ Graduated? YES NO Diploma/Degree _____

Additional Education or Training

Name _____
Address _____ City _____ State _____ Zip _____
No. yr(s)/mo(s) completed _____ Graduated? YES NO Diploma/Degree _____

Employment History

List below all present and past employment starting with your most recent employer (last 5 yrs is sufficient). Account for all periods of unemployment. **You must complete this section even if attaching a resume.** *(Attach additional pages if necessary)*

Name of Employer _____ Phone _____
Type of Business _____ Supervisor's Name _____ Phone/Ext. # _____
Address _____ City _____ State _____ Zip _____
Dates of Employment _____ From _____ To _____ Salary _____ Beginning _____ Ending _____
Position/Title _____ Reason for Leaving _____
Duties: _____

May we contact this employer for a reference? YES NO

(Continue on next page)

Employment History, continued

Name of Employer _____ Phone _____

Type of Business _____ Supervisor's Name _____ Phone/Ext. # _____

Address _____ City _____ State _____ Zip _____

Dates of Employment _____ From _____ To _____ Salary _____ Beginning _____ Ending _____

Position/Title _____ Reason for Leaving _____

Duties: _____

May we contact this employer for a reference? YES NO

Name of Employer _____ Phone _____

Type of Business _____ Supervisor's Name _____ Phone/Ext. # _____

Address _____ City _____ State _____ Zip _____

Dates of Employment _____ From _____ To _____ Salary _____ Beginning _____ Ending _____

Position/Title _____ Reason for Leaving _____

Duties: _____

May we contact this employer for a reference? YES NO

References

List below three person not related to you who have knowledge of your work performance within the last three years.

First Name _____ Last Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Occupation _____ Yrs. Acquainted _____

(Continue on next page)

References, continued

First Name				Last Name			
Address	City		State	Zip			
Phone	Occupation			Yrs. Acquainted			

First Name				Last Name			
Address	City		State	Zip			
Phone	Occupation			Yrs. Acquainted			

Please Read Carefully, Initial Each Paragraph 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 on any 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.

Initial _____

I hereby authorize the Santa Barbara Museum of Natural History (The Museum) to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the Museum any and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Museum, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Initial _____

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 the Museum and me. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Museum, and that no promises or representations contrary to the foregoing are binding on the Museum unless made in writing and signed by me and the Museum's Executive Director.

Initial _____

Signature

Date

Print Name