



# Employment Application

**The museum is an equal opportunity employer and a drug-free workplace.**

Name \_\_\_\_\_  
(last) (first) (middle)

Social Security# \_\_\_\_\_ Telephone# \_\_\_\_\_ Cell \_\_\_\_\_

Present Address \_\_\_\_\_ How Long? \_\_\_\_\_  
No. Street City State Zip

List any relatives/or friends working for us: \_\_\_\_\_

Email \_\_\_\_\_

Position(s) applied for \_\_\_\_\_ Rate of Pay Expected \_\_\_\_\_

Would you work:  Full-Time  Part-Time; Date available to work \_\_\_\_\_

Specify days and hours if Part-Time: \_\_\_\_\_

Indicate special qualifications or skills for this position \_\_\_\_\_

Do you have the legal right to live and work in the U.S.? Yes  No

Are there any reasons that you cannot perform the essential functions of the job for which you have applied? \_\_\_\_\_

Have you ever been convicted of a felony, pled guilty or no contest, or had deferred adjudication?  Yes  No

Have you ever been convicted of a misdemeanor in the last three years? Yes  No

List all convictions for breaking the law (include all major felony convictions and misdemeanor convictions during the last three years. *Note:* Convictions are not necessarily a bar to employment; however, deception as to their existence or falsification of their exact nature will result in denial of employment. In considering your conviction record, factors such as the time of offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

Date	Violation	Terms of Probation	Court Location

## Education

	Name and Location of School	Number of years completed	Did you graduate?	G.P.A	Degree or Diploma	Course of Study
High School						
College						
Other						

## Special Skills

Please list any additional special skills, technical or professional knowledge, and use of machines or equipment you may have, including the ability to write and/or speak a language other than English that would support your application.

- Languages \_\_\_\_\_
- Bookkeeping
- Data Entry
- Public Speaking
- Security
- Carpentry
- Computer
- Other

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## References

Please list three professional references.

Name	Address	Phone (with area code)	Position	Years Acquainted

May we contact your present employer? Yes  No

**Work Experience** (NOTE: list all positions in chronological order starting with current or most recent position)

Company Name and Address	Employment Dates	Position Held and Description of Duties	Base Pay	Reason for Leaving
Employer	Date Hired		Starting	
Street Address	Date Separated		Ending	
City and State		Name & Title of Immediate Supervisor		

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**Read carefully before signing**

I certify that the information I have provided to The Children’s Museum of Houston (Museum) on this application and throughout the application process is true and correct. I authorize my former employers, schools and personal references to provide any information they may have regarding me, whether or not it is on their records. I hereby release them and their company for all liability for divulging same. I understand that all answers provided by me on this application and all statements made by me during the application process, are open to investigation by the Museum and that if any information given by me in this application process is found to be false or misleading, I will be subject to dismissal at any time during the period of my employment and I agree to hold the Museum and persons named herein blameless in that event.

If employed, I will comply with all rules and regulations of the Museum. I agree to be responsible for Museum property and equipment issued to me until returned. I agree to submit to physical examination if required. Further, I hereby understand and agree that my employment is at will, that nothing in this application or in any other Museum document shall be deemed to create any contract of employment between me and the Museum, and that my employment can be terminated at any time by me or the Museum for any or no cause. I understand and agree that any statements to the contrary, whether oral or written, are expressly disavowed and are not to be relied upon by me. I further understand that no representative of the Museum, except the Executive Director, has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

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Applicant Signature

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Date