



Employment Application

The Sewall-Belmont House and Museum is an equal opportunity organization and does not discriminate on the basis of race, color, religion, national origin, sex, age, sexual orientation, veteran status, or disability. It actively seeks opportunities to include members of these groups in its programs and activities.

Date: _____

Last Name _____ First Name _____ Middle Initial _____

Address _____ Home Telephone # _____

_____ Work Telephone # _____

How did you hear about this position? _____ Salary required? _____

What days are you available to work? _____

Position(s) you are applying for? Staff (specify) _____ Museum Docent
 Event Docent Program/Outreach Docent Intern (unpaid) _____
 Volunteer (unpaid) _____

Please attach your resume/c.v.

List any additional experience, skills or qualifications you believe will enhance your performance in the position for which you are applying:

Have you ever been employed by the Sewall-Belmont House and Museum? Yes No

If yes, when? _____

Have you been convicted of a crime in the past ten years, excluding misdemeanors and summary of offenses? Yes No

If yes, describe in full _____

Education

School	Name	Years Completed	Degree	Major
High School		1 2 3 4		
College		1 2 3 4		
Graduate School		1 2 3 4		

Employment History

List most recent position first:

Company Name	Address	Job Title	Salary	Date of Employment
			Start:	From:
			End:	To:
Supervisor:	May we contact him/her? Yes ___ No ___	Telephone:	Reason for leaving:	

Company Name	Address	Job Title	Salary	Date of Employment
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Supervisor:	May we contact him/her? Yes ___ No ___	Telephone:	Reason for leaving:	

Please list three professional references:

Name	Title	E-mail	Telephone Number

I certify that the information I have given in this application is correct to the best of my knowledge and understanding that any false or misleading answers or any omissions of facts will be grounds to disqualify me from consideration for employment or for dismissal from employment. If hired I agree to conform to the Personnel Guide and other pertinent policies of the Sewall-Belmont House and Museum and understand that any such employment would be on an at will basis and that no contract right of employment would thereby be created between myself and the Sewall-Belmont House and Museum. If hired, I also understand and agree that my employment may be terminated at any time with or without cause, and with or without notice, at the option of the Sewall-Belmont House and Museum or myself. I further understand that no officer or employee of the Sewall-Belmont House and Museum has the authority to make an offer of employment on other than an "at will" basis (i.e. has no authority to hire any employee for a set period of time) unless authorized in writing by the Executive Director of the Sewall-Belmont House and Museum.

By placing my signature below, I certify and acknowledge that I have read the above and agree to it.

Signature

Date

8/2006