



APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER

PERSONAL DATA

NAME	LAST	FIRST	MIDDLE	DATE
PRESENT ADDRESS (STREET, CITY, STATE, ZIP CODE)				
PERMANENT ADDRESS (IF DIFFERENT FROM ABOVE)				
HOME PHONE ()	CELL PHONE ()	E-MAIL ADDRESS	ARE YOU AT LEAST 16 YEARS OLD? YES <input type="checkbox"/> NO <input type="checkbox"/>	ARE YOU 18 OR OVER? YES <input type="checkbox"/> NO <input type="checkbox"/>
ARE YOU LEGALLY PERMITTED TO WORK IN THE UNITED STATES? YES <input type="checkbox"/> NO <input type="checkbox"/>				
HAVE YOU EVER BEEN CONVICTED OF, OR PLEAD GUILTY TO, A FELONY OR MISDEMEANOR, INCLUDING DRIVING UNDER THE INFLUENCE OF INTOXICANTS? YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES, LIST DATE(S), OFFENSE(S), AND WHERE CONVICTED. ATTACH A SEPARATE SHEET OF PAPER WITH INFORMATION IF NECESSARY. (A CONVICTION IS NOT NECESSARILY A BAR FOR EMPLOYMENT. CONVICTIONS WILL BE CONSIDERED ONLY AS RELATED TO THE JOB APPLIED FOR).				

PLACEMENT INFORMATION

POSITION APPLIED FOR	ARE YOU INTERESTED IN FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> TEMP <input type="checkbox"/>
REFERRAL SOURCE: <input type="checkbox"/> WALK IN <input type="checkbox"/> CUSTOMER <input type="checkbox"/> KVML WEBSITE <input type="checkbox"/> INTERNET POSTING <input type="checkbox"/> NEARBY CAMPUS <input type="checkbox"/> JOB FAIR <input type="checkbox"/> EMPLOYEE REFERRAL WHO REFERRED YOU? _____ <input type="checkbox"/> OTHER _____	
HOURS AVAILABLE TO WORK FROM:	SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY
	AM _____ PM _____
SALARY OR WAGE DESIRED	DATE AVAILABLE

EMPLOYMENT HISTORY

LIST ALL EMPLOYERS WITH CURRENT OR MOST RECENT EMPLOYMENT FIRST. ACCOUNT FOR ALL TIME PERIODS, INCLUDING MILITARY SERVICE AND PERIODS OF UNEMPLOYMENT EXCEEDING 30 DAYS. IF NECESSARY, ATTACH A SEPARATE SHEET OF PAPER WITH INFO.

PRESENT/ LAST EMPLOYER	TELEPHONE NUMBER ()	SUPERVISOR'S NAME
ADDRESS	DATES EMPLOYED / TO / MO YR MO YR	LAST RATE OF PAY/SALARY
POSITION	REASON FOR LEAVING OR SEEKING OTHER EMPLOYMENT	
SUMMARY OF DUTIES		

PREVIOUS EMPLOYER	TELEPHONE NUMBER ()	SUPERVISOR'S NAME
ADDRESS	DATES EMPLOYED / TO / MO YR MO YR	LAST RATE OF PAY/SALARY
POSITION	REASON FOR LEAVING	
SUMMARY OF DUTIES		

THE KURT VONNEGUT MUSEUM AND LIBRARY DOES NOT DISCRIMINATE IN HIRING OR TERMS OR CONDITIONS OF EMPLOYMENT ON THE BASIS OF RACE, COLOR, CREED, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY OR ANY OTHER BASIS UPON WHICH DISCRIMINATION IS PROHIBITED BY MUNICIPAL, STATE, OR FEDERAL LAW. NO QUESTION ON THIS APPLICATION IS INTENDED TO SECURE INFORMATION THAT MAY BE USED FOR DISCRIMINATORY PURPOSES.

PREVIOUS EMPLOYER		TELEPHONE NUMBER ()	SUPERVISOR'S NAME
ADDRESS		DATES EMPLOYED / TO / MO YR MO YR	LAST RATE OF PAY/SALARY
POSITION	REASON FOR LEAVING		
SUMMARY OF DUTIES			

PREVIOUS EMPLOYER		TELEPHONE NUMBER ()	SUPERVISOR'S NAME
ADDRESS		DATES EMPLOYED / TO / MO YR MO YR	LAST RATE OF PAY/SALARY
POSITION	REASON FOR LEAVING		
SUMMARY OF DUTIES			

EDUCATION RECORD

LIST LAST HIGH SCHOOL AND ALL BUSINESS, TRADE SCHOOLS AND COLLEGES ATTENDED		
NAME AND LOCATION (CITY/STATE) OF SCHOOL	MAJOR / MINOR	DEGREE/DIPLOMA

REFERENCES

LIST 2 REFERENCES BELOW THAT WE MAY CONTACT WHO ARE FAMILIAR WITH YOUR WORK PERFORMANCE. USE PERSONAL REFERENCES, (NOT RELATIVES), ONLY IF YOU HAVE NO EMPLOYMENT REFERENCES.			
CHECK ONE <input type="checkbox"/> EMPLOYMENT REF. <input type="checkbox"/> PERSONAL REF.	NAME	OCCUPATION	YEARS KNOWN
ADDRESS (STREET, CITY, STATE, ZIP, CODE)			TELEPHONE NUMBER ()
CHECK ONE <input type="checkbox"/> EMPLOYMENT REF. <input type="checkbox"/> PERSONAL REF.	NAME	OCCUPATION	YEARS KNOWN
ADDRESS (STREET, CITY, STATE, ZIP, CODE)			TELEPHONE NUMBER ()

IMPORTANT: PLEASE READ, SIGN AND DATE

1. I DECLARE THAT ALL STATEMENTS AND ANSWERS ON THIS APPLICATION ARE TRUE AND COMPLETE AND AGREE THAT ANY UNTRUTH, MISLEADING ANSWER, OMISSION, CONCEALMENT OR FAILURE TO ANSWER ANY QUESTION FULLY, COMPLETELY AND ACCURATELY WILL BE GROUNDS FOR TERMINATING MY EMPLOYMENT OR WITHDRAWAL OF THE EMPLOYMENT OFFER.
2. I AUTHORIZE THE KURT VONNEGUT MUSEUM AND LIBRARY OR ANY AGENT TO INVESTIGATE MY REFERENCES, TO COMMUNICATE WITH MY FORMER EMPLOYERS CONCERNING THE SAME, AND TO MAKE AN INDEPENDENT BACKGROUND INVESTIGATION OF MY CHARACTER, CONDUCT AND EMPLOYMENT RECORD, AND TO KEEP AND PRESERVE RECORDS OF SUCH INVESTIGATIONS.
3. THE COMPLETION OF AN APPLICATION WITH THE KURT VONNEGUT MUSEUM AND LIBRARY IS A PRELIMINARY STEP TO EMPLOYMENT. IT DOES NOT OBLIGATE KVML TO OFFER EMPLOYMENT, OR ME TO ACCEPT EMPLOYMENT. I AGREE THAT IF EMPLOYMENT IS OFFERED TO AND ACCEPTED BY ME, IT IS MUTUALLY UNDERSTOOD THAT ANY EMPLOYMENT IS NOT CONFINED TO A FIXED TERM AND MAY BE ENDED BY EITHER PARTY WITHOUT PRIOR NOTICE. ALL EMPLOYMENT WITH KVML IS "AT WILL," AND MAY BE TERMINATED WITH OR WITHOUT CAUSE.
4. I UNDERSTAND THAT FEDERAL LAW REQUIRES ALL PERSONS HIRED BY KVML TO SUBMIT PROPER DOCUMENTATION TO VERIFY THEY ARE AUTHORIZED TO LEGALLY WORK IN THE UNITED STATES. FAILURE TO SUBMIT SUCH PROOF WITHIN THE REQUIRED TIME WILL RESULT IN IMMEDIATE TERMINATION.
5. I UNDERSTAND THAT CONTINUED EMPLOYMENT MAY BE CONTINGENT UPON THE SUCCESSFUL COMPLETION OF A BACKGROUND INVESTIGATION.
6. I UNDERSTAND THAT CONTINUED EMPLOYMENT MAY BE CONTINGENT UPON AND SUBJECT TO CONSENTING TO AND UNDERGOING DRUG TESTING, WHERE ALLOWED BY LAW, THE RESULTS OF WHICH MUST BE SATISFACTORY.
7. I UNDERSTAND THAT MY EMPLOYMENT IS SUBJECT TO AN AGREEMENT TO ARBITRATE CLAIMS AGAINST KVML AS OUTLINED IN THE KVML RULES OF DISPUTE RESOLUTION.

SIGNATURE OF APPLICANT

DATE