



MINNESOTA HISTORICAL SOCIETY

345 Kellogg Blvd. W.
St. Paul, MN 55102-1906
APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER

PLEASE READ BEFORE COMPLETING THIS APPLICATION. IN READING AND ANSWERING THE FOLLOWING QUESTIONS, PLEASE KEEP IN MIND THAT NONE OF THE QUESTIONS IS INTENDED TO IMPLY ANY LIMITATIONS, PREFERENCES, OR DISCRIMINATION BASED ON ANY NON-JOB-RELATED INFORMATION. BY COMPLETING THIS APPLICATION, THERE IS NO ASSURANCE OF EMPLOYMENT; HOWEVER, IF A SUITABLE OPENING OCCURS, THIS APPLICATION MAY RECEIVE DUE CONSIDERATION. USE OF THIS FORM DOES NOT INDICATE THERE ARE POSITIONS AVAILABLE.

PLEASE PRINT

I. PERSONAL DATA

Name _____
Last First Middle

Address _____
Street City State Zip

Phone At Which You Can Be Reached () _____ () _____
Daytime Evenings

Previous Address (if less than 2 years at above)

_____ Street City State Zip

If hired, can you provide proof of right to work in the U.S.? Yes No

Position(s) Applied For _____

Full-Time Part-Time Temporary Hours Preferred _____

Date Available for Work: _____

Is your age at least 18? Yes No

If not, can you submit a work permit? Yes No

Application

IV. MILITARY SERVICE

Have you served in the U.S. Armed Forces? Yes No

Branch of Service _____ Length of Service _____

Indicate service school attended or other special training received _____

V. MISCELLANEOUS

Would you be willing to travel (statewide or otherwise) should your position require you to? Yes No

In what career field within the Minnesota Historical Society do you desire to work? _____

Ever applied to work here before? Yes No

Position applied for _____ When? _____

Ever worked here before? Yes No If yes, please explain

Have you ever been convicted of a crime that may relate to the position for which you are applying? Yes No

If so, explain _____

NOTE: The existence of a criminal record does not create an automatic bar to employment.

VI. REFERENCES

Please provide three references who are not relatives.

| Name, Address & Phone Number | Known How Long | Occupation |
|------------------------------|----------------|------------|
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Application

PLEASE READ CAREFULLY

EXAMINE YOUR APPLICATION BEFORE SIGNING TO SEE THAT YOU HAVE GIVEN AN ANSWER TO EACH ITEM.

I certify that the facts set forth in this employment application (and any accompanying resume) are true and complete to the best of my knowledge. I understand that any falsification, omission, misrepresentation, or concealment of information on this application may be sufficient grounds for disqualification from further consideration for hire or immediate discharge, and that the Society shall not be liable in any respect if my employment is so denied or terminated.

I authorize the Society to verify the information contained in this application and to investigate my personal or employment history. I also authorize any former school, employer, person, firm, corporation, or government agency to give the Society information it may have about me. In consideration of the Society's review of this application, I release the Society and all providers of information from any liability as a result of furnishing and receiving this information.

I further agree that, if employed, I will conform my conduct to the Society's employment rules. I understand that no personnel recruiter, interviewer, or other representative of the Society other than the Director or the Director's designee has authority to enter into any agreement for employment for any specified period of time. I also understand that this application and any employment manuals or handbooks that may be distributed to me during the course of my employment shall not be construed as a contract.

DATE: _____

SIGNATURE: _____