

# Georgia O'Keeffe Museum

## Application for Employment

(AN EQUAL OPPORTUNITY EMPLOYER)

### PERSONAL INFORMATION

LAST NAME FIRST NAME MIDDLE INITIAL TELEPHONE NUMBER

PRESENT ADDRESS CITY STATE ZIP CELLULAR NUMBER

SOCIAL SECURITY NUMBER APPLICATION DATE E-MAIL ADDRESS

ARE YOU LESS THAN 21 YEARS OLD ?

HAVE YOU EVER USED ANOTHER NAME?

YES NO

YES NO

NAME:

### EMPLOYMENT DESIRED

POSITION DESIRED OR AREA OF INTEREST DATE AVAILABLE SALARY DESIRED

HAVE YOU EVER APPLIED TO THIS ORGANIZATION BEFORE? IF YES, GIVE DATE/POSITION APPLIED FOR:

NAMES OF FRIENDS OR RELATIVES EMPLOYED BY THIS ORGANIZATION? RELATIONSHIP?

TYPE OF WORK YOU PREFER: Full-time Part-time Temporary

CAN YOU WORK OVERTIME? ARE YOU CURRENTLY EMPLOYED? IF SO, MAY WE CONTACT YOUR PRESENT EMPLOYER?

YES NO

YES NO

YES NO

CHECK WHICH SHIFTS YOU WILL ACCEPT? DAY EVENING NIGHT ROTATING WEEKEND

*\*\*\*IF APPLYING FOR SECURITY, PLEASE NOTE THAT ALL ABOVE SHIFTS ARE REQUIRED.*

FOR PURPOSES OF COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT, ARE YOU LEGALLY

ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES? YES NO

UNDER THE IMMIGRATION REFORM AND CONTROL ACT OF 1986, YOU WILL BE REQUIRED TO FILL OUT A CERTIFICATION VERIFYING THAT YOU ARE ELIGIBLE TO BE EMPLOYED AND VERIFYING YOUR IDENTITY. FURTHER, YOU WILL BE REQUIRED TO PROVIDE DOCUMENTATION TO THAT EFFECT SHOULD YOU BE EMPLOYED.

If you have a visa, indicate visa type and number: Expiration date: / /

HAVE YOU EVER BEEN CONVICTED OF, PLED GUILTY TO, OR ENTERED A PLEA OF NO CONTEST OR NOLO

CONTENDERE TO A FELONY? YES NO If yes, please explain:

(Note: Criminal history will not automatically result in denial or loss of employment.)

### EDUCATION/ U.S. MILITARY SERVICE

a. CHECK HIGHEST GRADE COMPLETED 9 10 11 12

b. IF YOU DID NOT COMPLETE HIGH SCHOOL, DO YOU HAVE A HIGH SCHOOL EQUIVALENCY DIPLOMA?

YES NO

c. CHECK NUMBER OF YEARS OF POST HIGH SCHOOL EDUCATION 1 2 3 4 5 6 7

NAME AND LOCATION OF INSTITUTION Degree received Major or Specialty Minor

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

d. IF YOU EXPECT TO COMPLETE AN EDUCATIONAL PROGRAM IN THE NEAR FUTURE, PLEASE INDICATE WHAT TYPE OF DEGREE OR PROGRAM AND EXPECTED COMPLETION DATE:

e. PROFESSIONAL CERTIFICATES OR LICENSES HELD:

f. HAVE YOU EVER SERVED IN THE U.S. ARMED FORCES? YES NO

IF YES, MILITARY DUTIES AND TRAINING:

