



## Application for Employment

### Personal Information

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Home phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_

Are you at least 16 years of age? Yes No

### Employment Desired

Position applied for: \_\_\_\_\_ Date available to start: \_\_\_\_\_

Salary desired: \_\_\_\_\_ Hours desired per week: \_\_\_\_\_

Please list your availability below:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

### Education

Type of School	Name of School	Location	Years Completed	Major and degree
High School				
College				
Business or trade school				
Professional or graduate school				

## Work Experience

Please list your previous work experience beginning with your most recent job held.

Employer: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates employed: (From) \_\_\_\_\_ (To) \_\_\_\_\_

Your last job title: \_\_\_\_\_

Reason for leaving (be specific): \_\_\_\_\_

List the duties performed and skills used or learned at this job: \_\_\_\_\_

Employer: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates employed: (From) \_\_\_\_\_ (To) \_\_\_\_\_

Your last job title: \_\_\_\_\_

Reason for leaving (be specific): \_\_\_\_\_

List the duties performed and skills used or learned at this job: \_\_\_\_\_

Employer: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates employed: (From) \_\_\_\_\_ (To) \_\_\_\_\_

Your last job title: \_\_\_\_\_

Reason for leaving (be specific): \_\_\_\_\_

List the duties performed and skills used or learned at this job: \_\_\_\_\_

Please respond to the questions below in the space provided.

List an important lesson you learned as a child that you choose to live by today. Explain why you feel the lesson is important.

What is the most important skill you can bring to our team? How can this skill impact our team? How can this skill impact our guests?

Where do you see yourself in five years? How can employment at the Manitowoc County Historical Society help prepare you for these goals?

Have your ever been convicted of a felony?      Yes                      No

If yes, please explain: \_\_\_\_\_

If hired, can you provide proof of U.S. Citizenship or proof of your legal right to live and work in this country?

Yes                      No

How did you hear about this job? \_\_\_\_\_

### References

Please list below three persons not related to you who have knowledge of your work performance and/or other personal qualifications within the last 5 years.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Telephone: \_\_\_\_\_ Years acquainted: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Telephone: \_\_\_\_\_ Years acquainted: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Telephone: \_\_\_\_\_ Years acquainted: \_\_\_\_\_

### Application form waiver

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or any other document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery. I hereby authorize the Manitowoc County Historical Society to thoroughly investigate my references, work records, education, driving record, criminal background, and other matters related to my suitability for employment.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_