



EMPLOYMENT APPLICATION

Newfields is an equal opportunity employer. Federal and State laws prohibit discrimination in employment practices because of your race, color, religion, age, sex, sexual orientation, gender identity, national origin, protected veteran status, disability, or any other legally protected status. No question on this application is asked for the purpose of limiting or excluding any applicant's consideration for employment (because of their race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability, or any other legally protected status). Applicants who need accommodation for the application process may request it.

PERSONAL

Last Name First Name Middle Name

Current Address

City State ZIP Code

Telephone Email Address

Are you 18 years of age or older? ☐ Yes ☐ No If under 18, list date of birth.

Are you a United States citizen or otherwise authorized to work in the US on an unrestricted basis? ☐ Yes ☐ No

If no, please explain.

EMPLOYMENT DESIRED

I am applying for the position of:

If you are interested in another position, please indicate so below:

I am seeking this kind of employment: ☐ Full-time ☐ Part-time ☐ Temporary

I can work from ☐ am ☐ pm to ☐ am ☐ pm.

I cannot work from ☐ am ☐ pm to ☐ am ☐ pm.

Date available for work Wages expected

Have you been employed by Newfields before? ☐ Yes ☐ No

Have you applied to Newfields before? ☐ Yes ☐ No

If yes, give date

From what specific source did you learn of this position?

Names of Newfields employees with whom you are related or acquainted

EDUCATION (include name and location)

High School

Did you graduate? ☐ Yes ☐ No

College / Vocational / Business School

Did you graduate? ☐ Yes ☐ No If yes, what is your degree?

College / Vocational / Business School

Did you graduate? ☐ Yes ☐ No If yes, what is your degree?

EMPLOYMENT EXPERIENCE**Employer Name**

Telephone / Address

Position held

Supervisor Name & Title

Dates employed

Starting & Final hourly rate / salary

Work Performed

Reason for leaving

May we contact this employer for a reference? ☐ Yes ☐ No**Employer Name**

Telephone / Address

Position held

Supervisor Name & Title

Dates employed

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Supervisor Name & Title

Dates employed

Starting & Final hourly rate / salary

Work Performed

Reason for leaving

May we contact this employer for a reference? ☐ Yes ☐ No

Why do you wish to leave your present employer?

Have you ever been discharged or requested to resign from a job? ☐ Yes ☐ No

If yes, please explain.

Are you on a lay-off and subject to recall? ☐ Yes ☐ No

Is there any additional information you think would be of interest to us in considering your application?

I certify that the information contained in this application is true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in immediate discharge whenever it is discovered.

I authorize the release of any and all pertinent information concerning my previous employment/education that my prior employer/school may have, personal or otherwise, and any background check deemed appropriate for my position, including but not limited to, a limited criminal records check and driver's license check. I release all parties from liability for any damages that may result from providing the information to Newfields.

I understand that statements which may be contained in policies, practices, handbooks, and other museum material do not create any contract express or implied, or guarantee employment. I understand that Newfields has the absolute and

unconditional right to modify, amend or terminate policies, practices, benefit plans, and other museum programs as it sees fit.

In consideration of my employment, I agree to conform to the rules, regulations, and policies of Newfields and agree that my employment and compensation may be terminated at any time at the discretion of myself or by Newfields with or without cause. I understand that no representative of Newfields other than the director has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to these four (4) paragraphs, and that such agreements must be in writing and signed by the director.

This application is considered current for 60 days. If you wish to be considered for later employment, you must renew your application in person or in writing.

I have read and understand the foregoing five (5) paragraphs and have voluntarily agreed to them.

Signature

Date

Please send this completed application, your resume, and a cover letter to hr@DiscoverNewfields.org or fax to 317-920-2655. If you are emailing your application, please put the position title in the subject line. No phone calls please.