



Employment Application

Sci-Quest considers applicants for all positions without regard to race, religion, sex, national origin, age, veteran status, disability, or any other legally protected status. Please complete this form. Return it to the Center by mail (102-D Wynn Drive, Huntsville, Alabama 35805), fax (256-837-4536), or in person.

Today's Date _____ Name _____

Address _____ City _____

State _____ Zip _____ Phone _____ Alt. Phone _____

E-Mail Address _____

Type of employment desired: _____ Full-Time _____ Part-Time _____ Temporary

Area(s) of interest in the Center: _____ Admission Desk _____ Education Programs _____ Operations

_____ Exhibit Maintenance _____ Information Technology _____ Business Systems

Date you will be available to start work _____

Are you above the minimum legal working age (14)? _____ Yes _____ No

If you are under 18, can you furnish a work permit if it is required? _____ Yes _____ No

Are you eligible for employment in the U.S.? (Proof of eligibility required) _____ Yes _____ No

Have you ever been convicted of, pleaded guilty to, or pleaded no contest to, a crime, excluding misdemeanors and traffic violations? _____ Yes _____ No

If yes, please explain _____

*Conviction of a crime, or pleading guilty to a criminal charge, will not necessarily disqualify you from the job for which you are applying. Each conviction or plea will be considered with respect to time, job relatedness and relevant factors.

How were you referred to us? _____

Availability

Days	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From							
To							

Please explain any museum-related experience or experiences involving children, teaching, or education. Also note any customer service, cashiering/money-handling experience (paid or volunteer).

Agreement

I certify that the statements made in this application are correct and complete to the best of my knowledge. I understand that false or misleading information may result in termination of employment. I authorize Sci-Quest to conduct a reference check so that a hiring decision may be made. In the event that Sci-Quest is unable to verify any reference stated on this application, it is my responsibility to furnish the necessary documentation.

_____ You may _____ You may not contact my present employer.

Disclaimer

If accepted for employment with Sci-Quest, I agree to abide by all of its policies and procedures. If employed, I understand that I may terminate my employment at any time without notice or cause, and that the Employer may terminate or modify the employment relationship at any time without prior notice or cause. In consideration of my employment, I agree to conform to the rules and regulations of the Employers and I understand that no representative of the Employer, other than the Executive Director, has any authority to enter into any agreement, oral or written, for employment for any specified period of time or to make any agreement or assurances contrary to this policy. If employed, I understand that my employment is for no definite period of time, and if terminated, the Employer is liable only for wages and benefits earned as of the date of termination.

Signed _____ Date _____

You are welcome to attach a resume containing the following information.

Work History

Please list present or most recent employer first. If additional space is needed, continue on a separate sheet.

1. Employer _____

Dates Employed: From _____ To _____ Phone _____

Address _____

Supervisor/Manager _____ Reason for Leaving _____

Description of Primary Responsibilities _____

2. Employer _____

Dates Employed: From _____ To _____ Phone _____

Address _____

Supervisor/Manager _____ Reason for Leaving _____

Description of Primary Responsibilities _____

Have you ever been suspended or discharged from employment? _____ Yes _____ No

If yes, please explain _____

Education

School most recently attended _____

City _____ State _____

Major/Minor _____ Graduated? _____ Yes _____ No _____ Currently Enrolled

References

Name

Phone/E-Mail

Relationship

1. _____

2. _____

3. _____