

# APPLICATION FOR EMPLOYMENT

**Children's Museum & Theatre of Maine**  
 142 Free Street  
 Portland, Maine 04101

**THE CHILDREN'S MUSEUM & THEATRE OF MAINE DOES NOT DISCRIMINATE IN EMPLOYMENT AND COMPLIES WITH ALL APPLICABLE DISCRIMINATION LAWS.**

Position(s) applied for \_\_\_\_\_ Date of application \_\_\_/\_\_\_/\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street Town / City State Zip Code

Telephone # (\_\_\_\_\_) \_\_\_\_\_ Other Phone # (\_\_\_\_\_) \_\_\_\_\_

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

Have you ever been employed here before? ..... Yes No

Are you legally eligible for employment in this country? ..... Yes No

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

Are you able to meet the attendance requirements of the position? ..... Yes No

Date available for work..... \_\_\_/\_\_\_/\_\_\_

Type of employment desired: Full-time Part-time Temporary Seasonal Education Co-Op

Driver's license number if driving is an essential job function: \_\_\_\_\_ State \_\_\_\_\_

**EDUCATIONAL BACKGROUND**

Name and Location	# Years Completed	Did You Graduate? Yes/No	Course of Study Major & Degree
High School			
College			
Other			

**PROFESSIONAL REFERENCES**

Name	Relationship to Applicant	Telephone	# Years Known
		( )	
		( )	
		( )	

## EMPLOYMENT HISTORY

Provide the following information for your past four (4) employers, assignments or volunteer activities, starting with the most recent.

From	To	Employer	Telephone ( )
Job Title		Address	
Immediate Supervisor/Title		Summarize the Nature of Work Performed and Job Responsibilities	
Reason for Leaving			
From	To	Employer	Telephone ( )
Job Title		Address	
Immediate Supervisor/Title		Summarize the Nature of Work Performed and Job Responsibilities	
Reason for Leaving			
From	To	Employer	Telephone ( )
Job Title		Address	
Immediate Supervisor/Title		Summarize the Nature of Work Performed and Job Responsibilities	
Reason for Leaving			
From	To	Employer	Telephone ( )
Job Title		Address	
Immediate Supervisor/Title		Summarize the Nature of Work Performed and Job Responsibilities	
Reason for Leaving			

**SKILLS AND QUALIFICATIONS**

Summarize any training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying:

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**BACKGROUND QUESTIONNAIRE (Circle One)**

Have you ever been discharged from or asked to resign from a prior position?..... Yes No

Have you ever resigned from a prior position after a complaint was received against you or your conduct was under investigation or review? ..... Yes No

Have you ever been charged with or investigated for sexual or physical abuse or harassment of another person? ..... Yes No

Have you ever been convicted of a crime (other than a minor traffic offense)?..... Yes No

Have you ever entered a plea of guilty or “no contest” (nolo contendere) to any crime (other than a minor traffic offense)? ..... Yes No

Have you ever had a professional license or certificate suspended or revoked in any state or have you ever voluntarily surrendered, temporarily or permanently, a professional license or certificate in any state? .....Yes No

Has any court ever deferred, filed or dismissed proceedings without a finding of guilty and required that you pay a fine, penalty or court costs and/or imposed a requirement as to your behavior or conduct for a period of time in connection with any crime (other than a minor traffic offense)? ..... Yes No

If you have answered YES to any of the previous questions, provide full details below, including, with respect to court actions, the date, offense in question and the address of the court involved. Attach additional sheets if necessary. (Note: Conviction or other disposition of a crime is not necessarily an automatic bar to employment.):

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## REPRESENTATIONS

I understand that if I am employed, any misrepresentation or material omission made by me on this application will be grounds for cancellation of this application or immediate discharge from the employment, whenever it is discovered.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from the Children's Museum & Theatre of Maine and still wish to be considered for employment, it will be necessary to fill out a new application.

If I am hired, I understand that my employment is conditioned upon a successful criminal records check. I also understand that I am free to resign at any time, with or without cause and without prior notice and the Children's Museum & Theatre of Maine reserves the same right to terminate my employment at any time, with or without cause and without prior notice. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the Children's Museum & Theatre of Maine has the authority to make any assurances to the contrary.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

## CONSENT AND WAIVER

My signature below constitutes authorization to check my employment history, including without limitation, criminal arrest and conviction record checks, motor vehicle background checks, and reference checks. I further authorize those persons, agencies or entities that the Children's Museum & Theatre of Maine contacts in connection with my employment application to fully provide the Children's Museum & Theatre of Maine any information on the matters set forth above. I expressly waive in connection with any request for or provision of such information, any claims, including without limitation, defamation, emotional distress, invasion of privacy or interference with contractual relations that I might otherwise have against the Children's Museum & Theatre of Maine, its agents and officials, or against any provider of such information.

*I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions:*

Signature of Applicant \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

*The Museum & Theatre is an Equal Opportunity Employer. It is the policy of the Museum & Theatre to provide equal employment opportunities (EEO) at all times for qualified applicants and employees in all personnel transactions without lawful regard to race, color, religion, sex, gender identity or expression, pregnancy, sexual orientation, age, national origin, or physical or mental disability, medical condition, genetic information, veteran status or any other basis protected by applicable federal, state or local law.*