



Application for Employment

715.479.4623 • 346 W. Division St., Eagle River, WI 54521

Personal Information - Please complete ALL questions and PRINT CLEARLY or your application may not be considered.

Date: _____
 Last name: _____ First name: _____ M.I. _____ Soc. Sec. #: _____
 Mailing address: _____ City/State/Zip: _____
 Phone: _____ Phone (alt): _____ Email: _____

Position(s) desired: _____

Check days available: Monday Tuesday Wednesday Thursday Friday Saturday Sunday
 Summer hrs./School year hrs. 9-5/9-3 9-5/9-3 9-5/9-3 9-5/9-3 9-8/9-8 9-5/9-5 12-5/12-5

Are you at least 18 years old? Yes No If not, are you at least 16 years old with a work permit? Yes No

Are you legally eligible for employment in the U.S.? Yes No When can you start work? _____

Are you willing to work nights and weekends if required? Yes No

Have you ever been convicted OR pled guilty OR pled no contest to a felony crime? Yes No
 (excluding misdemeanors and traffic offenses. Answering "yes" will not necessarily disqualify an applicant for employment)
 If yes, explain: _____

Education

School:	Name & Location of School	Course of Study:	Years Completed:	Graduate?	Degree or Diploma:
High School		_____		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business, Trade or Tech				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Professional Registration/Licenses Held: _____

Special Qualifications/Skills: _____

Job-related activities (memberships, etc.) that may prove beneficial to your work: _____

Are you planning to pursue other studies: Yes No If yes, Day Night
 Specify school hours and days: _____

References - Provide the names of three people, not related to you, whom you have known at least one year.

Name	Address, City, State, Zip	Phone	Years Known
1.			
2.			
3.			

Personal Information - Please list most recent first - resumes are not considered a substitute for this information.				
Company Name:	Phone:	Starting Position:	Start Date:	End Date:
Address:		Ending Position:	Start Date:	End Date:
City:	State: Zip:	Supervisor:		
Job Duties:		Pay Rate:	Start:	End:
Reason for leaving:		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain:		
Company Name:	Phone:	Starting Position:	Start Date:	End Date:
Address:		Ending Position:	Start Date:	End Date:
City:	State: Zip:	Supervisor:		
Job Duties:		Pay Rate:	Start:	End:
Reason for leaving:		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain:		
Company Name:	Phone:	Starting Position:	Start Date:	End Date:
Address:		Ending Position:	Start Date:	End Date:
City:	State: Zip:	Supervisor:		
Job Duties:		Pay Rate:	Start:	End:
Reason for leaving:		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain:		
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>I certify that the facts contained in the application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the Northwoods Children's Museum (NCM).</p> <p>I understand that any employment is conditional on a background check. I authorize the NCM to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers, schools, Social Security Administration, law enforcement agencies and investigative agencies to disclose information regarding my former employment, character and general reputation to the NCM, without giving prior notice of such disclosure. I also authorize the NCM to release any information to any potential subsequent employers. In addition, I release the NCM, any former employers, and all references and institutions listed herein from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.</p> <p>I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the NCM unless made in writing by the NCM Executive Director.</p> </div> <div style="width: 48%;"> <p>If I am offered employment and if requested, I agree to submit to a drug/alcohol test prior to and/or during employment as deemed appropriate by NCM, and as permitted by law. I consent to such tests and I request that the results of the drug/alcohol test is disclosed to NCM, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory drug/alcohol tests where required, and if I am hired, a condition of my employment will be that I abide by the NCM's Drug and Alcohol Policy.</p> <p>I understand that filling out this form does not indicate that there is a position open and does not obligate NCM to hire me. If hired, I agree to abide by all NCM work rules, policies or procedures. I understand that the NCM retains the right to revise its policies or procedures, in whole or in part, at any time.</p> <p>I have read and understand the Northwoods Children's Museum's employee application process. Based on what I know of the museum and have seen in the job description, I believe that I am a good match for the team and position and would like to be considered for employment.</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 48%; border-top: 1px solid black; text-align: center;">Signature</div> <div style="width: 48%; border-top: 1px solid black; text-align: center;">Date</div> </div>				