

PLAINS **ART** MUSEUM EMPLOYMENT APPLICATION

Please print clearly using blue or black ink.
Application must be completed in all areas to be considered for employment.

SEND TO
Human Resources
704 1st Avenue, North
PO Box 2338
Fargo, ND 58108
plainsart.org

Application Date _____ (This application will remain active for 30 days)

Position applying for: _____

PERSONAL INFORMATION

Name _____ Phone _____
Last First Middle

Address _____ Secondary Phone _____

City, State, Zip _____

Email _____

POSITION INTERESTS

WORK LOCATION

- Museum Other
 Big Top Bingo
 Casino

REFERRAL SOURCE - PLEASE IDENTIFY

- Print Advertisement: _____
 Website: _____
 Social Media: _____
 Radio: _____
 Other: _____

Date available: _____

Hours desired per week: 10-15 Hours 15-25 Hours 25-30 Hours 30-35 Hours 35-40 Hours

Number of shifts desired per week _____

Days and times you **CANNOT** Work

REFERENCES

Please list (3) references who have knowledge of your qualifications, skills, and, abilities to perform in the position you are applying for.
Exclude former employers and family members

Name	City & State	Daytime Phone Number	Relationship	Years Known
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

EMPLOYMENT HISTORY

Explain any gaps in work history _____

Have you ever been discharged or asked to resign from a job? Yes No (If yes, please explain)

Resumes do not replace the information requested. Application must be completed in its entirety. Begin with your most recent or present employer and list all work experience in order.

• Your full name while with this employer _____

Employer _____

Address _____

Job Title _____ Phone _____

Supervisor _____ May we contact? Yes No

Reason For Leaving _____

Work Performed _____

Dates Employed

From _____
Mo. Yr.

To _____

Ending Pay Rate

\$ _____

• Your full name while with this employer _____

Employer _____

Address _____

Job Title _____ Phone _____

Supervisor _____ May we contact? Yes No

Reason For Leaving _____

Work Performed _____

Dates Employed

From _____
Mo. Yr.

To _____

Ending Pay Rate

\$ _____

• Your full name while with this employer _____

Employer _____

Address _____

Job Title _____ Phone _____

Supervisor _____ May we contact? Yes No

Reason For Leaving _____

Work Performed _____

Dates Employed

From _____
Mo. Yr.

To _____

Ending Pay Rate

\$ _____

• Your full name while with this employer _____

Employer _____

Address _____

Job Title _____ Phone _____

Supervisor _____ May we contact? Yes No

Reason For Leaving _____

Work Performed _____

Dates Employed

From _____
Mo. Yr.

To _____

Ending Pay Rate

\$ _____

EDUCATION

Name and Location of School	Last Year Completed	Did You Graduate?	Course of Study and Degree(s) Received
High School _____ _____	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ _____
College _____ _____	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ _____
Vocational _____ _____	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ _____
Other _____ _____	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ _____

Please list any additional skills, experiences, honors, awards, special licenses, certifications, community, and volunteer activities you feel may be helpful to us in considering your application.

GENERAL INFORMATION

Plains Art Museum is an equal opportunity employer. It is the policy of this organization to recruit, hire, train, and promote employees without discrimination based on race, color, sex, national origin, religion, marital status, disability, age, sexual orientation, or other legally protected status except where such conditions are bona fide occupational requirements.

Yes No

Have you ever worked for this organization?
If yes, please state employment dates, title, and reason for leaving.

Yes No

Are you eligible for employment in the United States?
Proof of citizenship or immigration status will be required if employed.

Yes No

Are you under age 21?
If yes, employment is subject to verification of minimum legal age.

Yes No

Have you been **convicted of a felony** in the past seven years?
If yes, give date(s), offense(s), and disposition:

Yes No

Have you been convicted of a **class A misdemeanor** in the last 3 years?
If yes, give date(s), offense(s), and disposition:

Yes No

Do you have any relatives working at this organization?
If yes, please state name and relationship to you.

Please Read Carefully Before Signing

APPLICANT'S CERTIFICATION AND AGREEMENT

1. I authorize the referenced persons and organizations to give Plains Art Museum information concerning my employment history, education, or other information covered by this application.
2. I release all parties from all liability for furnishing information. My permission is given to the Plains Art Museum to request and release this information.
3. I certify that all information provided in this employment application and any accompanying resume is true and complete. I agree that any false or misleading representation or material omission may disqualify me from consideration for employment and may result in discharge, regardless of when discovered.
4. I understand that my employment is conditional, pending the results of a criminal record check. Certain positions must be clear of any felony or class A misdemeanor convictions.
5. I understand that, if I am hired, my employment with Plains Art Museum is on an "At will" basis, which means that either Plains Art Museum or I may terminate my employment relationship at any time with or without cause at any time with or without notice. I further understand that this application and other documents which I may receive are not contracts of employment.
6. I understand that if offered employment, I will be required to submit proof of my identity and legal right to work in the United States on my first day of employment.
7. I further state that, should an employment offer be made to me and accepted, I will fully comply with the policies, rules, and regulations of employment of this organization. I acknowledge that these may be changed, interpreted, withdrawn, or supplemented at any time and without prior notice to me.
8. I certify that I have read and agree with the statements mentioned above.
9. By the effective date of this Act, communicate to all existing employees and to all prospective employees upon their application for employment that smoking is prohibited in that place.

Signature _____ **Date** _____

FOR EMPLOYER USE ONLY

Applicant Name: _____ Date Received in HR _____

Interview Scheduled No Yes Date: _____ Time _____

Interviewers: _____

Comments: _____

Job Offered and Accepted Yes - Date of Hire/Orientation Date: _____ Time _____

No - Reason Overall qualifications do not correspond as closely to the requirements of the position as do those of the candidates selected.

Unsolicited application. No appropriate vacancy currently exists.

Other _____

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

In order to comply with laws that require employers to supply statistics on applicants for employment, Plains Art Museum requests that you provide the information requested below.

Your completion of this form is voluntary and will be separate from your application prior to consideration.

It is the policy of Plains Art Museum to consider all applicants for positions without regard to race, color, religion, sex, national origin, marital status, disability, age, sexual orientation, or other legally protected status.

(Please print clearly using black or blue ink)

Position(s) applied for: _____ Date _____

Name _____ Phone _____
Last First MI

Address _____
Street City State Zip Code

Please check one of the following equal employment opportunity identification groups:

- Gender: Male Female Non-binary
- White (not of Hispanic origin) Black or African American (not of Hispanic origin)
- Asian Multiracial (two or more races)
- Hispanic or Latino Hawaiian or Pacific Islander
- Indigenous

Please insert this page into the completed application form before submitting to the Human Resources Office located at Plains Art Museum, 704 1st Ave N, Fargo, ND 58102.

FOR HUMAN RESOURCES ONLY

Position(s) Applied For Are: Available Not Available Hired: Yes No

Position Hired For: _____ Date of Hire: _____

From the EEO job classifications listed below, circle which one best describes the position.

- | | | |
|--|-----------------------------------|--------------------|
| 1.1. Executive/Sr.Officials and Managers | 4. Sales Workers | 8. Service Workers |
| 1.2. First/Mid Officials & Managers | 5. Administrative Support | 9. Maintenance |
| 2. Professionals | 6. Craft Workers (skilled) | |
| 3. Technicians | 7. Laborers & Helpers (unskilled) | |

HR Initials