

**Fenimore Art Museum
The Farmers' Museum, Inc.**

Return to:
Human Resources, PO Box 800, Cooperstown NY 13326

EMPLOYMENT APPLICATION

We are an equal opportunity employer. All applicants will receive consideration based on their qualifications and without regard to race, color, creed, religion, age, disability/handicap, sex, sexual orientation, marital status, veteran status, national origin, or any other trait protected by federal, state or local law.

Except where indicated, all questions must be answered. Please print clearly.

Name _____
Last First M.I.

Present address _____
(No. & Street) (Town/City) (State) (Zip)

Home phone (_____) _____ Phone for message (_____) _____ E-mail _____
Area Code Area Code

Position(s) applying for: _____ Date available to start work: _____

Are you eighteen (18) years of age or older? Yes ___ No ___ If not, state your age: _____

Were you ever employed or had volunteer status with us, or have you previously applied for employment or volunteer status with our organization? No ___ Yes ___ If yes, when? _____ What happened? _____

Do you have relatives or friends working for us? No ___ Yes ___ Give names _____

EDUCATION

| | Name of School | Address | Highest Grade Completed | Type of Diploma Degree - Major |
|-------------|----------------|---------|-------------------------|--------------------------------|
| Elementary | | | | |
| High School | | | | |
| College | | | | |
| Other | | | | |

Have you ever been convicted of a crime (misdemeanor or felony)? No ___ Yes ___ If yes, please describe: _____

Conviction will not necessarily disqualify an applicant from employment, and the final decision regarding hiring will be based upon a review of all available factors.

Do you have the legal right to work in the United States? Yes ___ No ___ Proof of your right to work in the United States will be required to be provided within three days of hire, if an offer of employment is made.

Do you currently possess a valid driver's license? Yes ___ No ___

State _____ Driver's License # _____ Exp. Date _____

If not, do you have reliable transportation to work? Yes ___ No ___

MILITARY SERVICE

(Complete this section if you were in the U.S. Armed Services)

Branch of Service _____ Did you receive a dishonorable discharge? Yes ___ No ___
A dishonorable discharge is not an absolute bar to employment, and the final decision regarding hiring will be based upon a review of all available factors.

EMPLOYMENT HISTORY

(starting with most recent)

If not currently working, indicate how you spent your time between your last employment and now: _____

Presently or last employed:

Dates: From month/yr. ___/___/___ To month/yr. ___/___/___ Your job title: _____

Employer: _____ Duties: _____

Address: _____

Telephone: _____ Reason for leaving: _____

Supervisor name/title: _____

Dates: From month/yr. ___/___/___ To month/yr. ___/___/___ Your job title: _____

Employer: _____ Duties: _____

Address: _____

Telephone: _____ Reason for leaving: _____

Supervisor name/title: _____

Dates: From month/yr. ___/___/___ To month/yr. ___/___/___ Your job title: _____

Employer: _____ Duties: _____

Address: _____

Telephone: _____ Reason for leaving: _____

Supervisor name/title: _____

Please explain any gaps in employment: _____

If currently employed, may we contact your current employer for reference purposes? Yes ___ No ___

If yes, give name, position and telephone number of person to be contacted:

Name _____ Position _____ Telephone (____) _____

Is additional information regarding an assumed name, nickname, or change of name necessary to enable us to check your record? If so, please provide the additional names or information: _____

READ CAREFULLY AND SIGN:

1. I certify that the information provided by me in the application is true, correct and complete.
2. I understand that any false statement, misrepresentation of the facts, or misleading statements on this application or during the interview or hiring process, will be cause for rejection of my application or for dismissal of my employment.
3. I further understand that if employed, my continued employment is subject to the organization's satisfaction with my performance and the references provided, and that I will be an employee at will.
4. I also authorize and request all of my present (present employer will only be contacted with your consent or after you have given notice of termination) and former employers to furnish Fenimore Art Museum/The Farmers' Museum with information about my employment record (including a statement of the reason for the termination of my employment), work performance, abilities and other qualities pertinent to my qualifications for employment, and I hereby release them from any and all liability for damages of whatever nature arising from furnishing the requested information.

Date _____

Signature _____