



APPLICATION FOR EMPLOYMENT

Phoenix Art Museum is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, religion, sex, national origin, sexual orientation, age, disability, status as a Vietnam-era or special disabled veteran, or any other legally protected status. Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process.

PERSONAL INFORMATION

Date

Social Security #

Name

(Last)

(First)

(Middle)

(Former)

Present address

(Street)

(City)

(State)

(Zip)

Phone

Referred by:

E-mail:

Are you 18 years of age or older? yes no

EMPLOYMENT DESIRED

Position applying for

Date available

Salary desired

Are you employed now? yes ___ no ___

May we contact your present employer? yes ___ no ___

Have you applied to Phoenix Art Museum before? yes ___ no ___ When?

Can you provide documents which establish your right to work in the United States? Yes No

If not, do you have a work permit or alien registration card which allows you to legally work in the United States? Yes No

Note: Documents which establish work authorization and identity will be required prior to employment.

Have you ever been convicted of a felony? Yes No

Are you restricted as to what days of work or hours per day you can work? Yes No

If yes, please describe your restrictions:

EDUCATION

High School

Name _____

Location _____

Are you presently in a work study program? _____

College or University

Name _____

Location _____

Business or Trade School

Name _____

Location _____

Table with 4 columns: No. of years attended, Graduated Yes/No, Subjects studied, Grade average

GENERAL

Job related skills (typing, driver's license, etc.)

Subjects of special study or research work

Why would you like to work at Phoenix Art Museum?

EMPLOYMENT HISTORY

Please list all full-time and part-time jobs, giving last job first. Please include all military service.
(Use additional sheet of paper if necessary).

Name of company		Address		City		State		Zip	
Job held			Supervisor			Phone			
Date started		Date left		Rate of pay		Reason for leaving			
May we contact your current employer? <input type="checkbox"/> yes <input type="checkbox"/> no									
May we contact you at your current place of employment? <input type="checkbox"/> yes <input type="checkbox"/> no									
Name of company		Address		City		State		Zip	
Job held			Supervisor			Phone			
Date started		Date left		Rate of pay		Reason for leaving			
May we contact this employer? <input type="checkbox"/> yes <input type="checkbox"/> no									
Name of company		Address		City		State		Zip	
Job held			Supervisor			Phone			
Date started		Date left		Rate of pay		Reason for leaving			
May we contact this employer? <input type="checkbox"/> yes <input type="checkbox"/> no									

PLEASE READ CAREFULLY BEFORE SIGNING

Phoenix Art Museum adheres to a policy of non-discrimination with respect to race, color, religion, sex, national origin, sexual orientation, age, disability, status as a Vietnam-era or special disabled veteran, or any other legally protected status. The Age Discrimination in Employment Act of 1967 as amended prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.

A routine inquiry may be made during the processing of this application that will provide information concerning your employment record and/or education. Information as to the nature and scope of this inquiry will be provided upon written request.

Applicants accepted for employment are hereby notified that employment and compensation can be terminated, with or without cause or notice, at any time at the option of either Phoenix Art Museum or employee. No representative of Phoenix Art Museum other than the Director of Phoenix Art Museum has any authority to enter into any agreement for employment of any specified period of time or to make any agreement contrary to the foregoing.

In signing this application, applicant agrees that all information printed here has been read and understood and that the information provided by the undersigned is true and complete and that any misinterpretation, falsification or willful omission may be sufficient reason for refusal of employment or dismissal after employment.

Applicant's signature

Date

THANK YOU FOR APPLYING WITH PHOENIX ART MUSEUM

DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY

Interviewed by _____ Date _____

Remarks _____

Hire date _____ Salary/Wages _____

Department _____

Position _____

AFFIRMATIVE ACTION

Voluntary Applicant Self-Identification Survey

To comply with applicable federal, state and local regulations and laws, Phoenix Art Museum is required to keep records and perform statistical analysis of our applicant pool by race, ethnicity and gender. Because analysis is only possible if we know the EEO profile of our applicants, we are asking you to complete this voluntary survey.

Although the information that you provide does not affect your prospects for employment, it is very important to us. For our statistical analysis to be meaningful, we must have information on as many applicants as possible and it is important to us to collect this information from men and non-minorities as well as from women and minority group members. This information is kept in strict confidence.

We appreciate that you might find this request intrusive and we regret this. Please be advised that we are required by law to keep such records and perform such analysis and your cooperation will contribute to the accuracy of our information.

Information on county and state of residence as well as how you learned about this vacancy will assist us in our recruitment efforts.

The categories listed below are those used by the United States Bureau of the Census and the United States Department of Labor.

SEX

- Male
 Female

ETHNIC GROUP

- White, not of Hispanic origin
 Black
 Hispanic (all races)
 Asian or Pacific Islander
 Native American, Eskimo or Aleut

AFFIRMATIVE ACTION SURVEY DEFINITIONS ETHNIC GROUP

Black: Persons with origin in any black racial group of Africa.

Asian/Pacific Islander: Persons with origin in the Far East, South East Asia or the Pacific Islands. (Includes Chinese / Chinese American, Japanese / Japanese American, Filipino, Pakistani, or East Indian).

Native American/Alaskan Native: Persons with origin in North America, including Eskimos and Aleuts, who maintain cultural identification through tribal affiliation or community recognition.

Hispanic: Persons with origin in Mexico, Central America, South America, Cuba, Puerto Rico and Spain. (Includes black individuals of Hispanic origin).

White: Persons (other than Hispanic) with origin in Europe, North America or the Middle East.

Name Zip code (optional)

County and state of residence

How did you learn of this vacancy?

If advertisement, please give name of publication:

Date

Specific position applied for (essential to complete)

Signature

Today's date