



EMPLOYMENT APPLICATION

Thank you for your interest in working with the Santa Barbara Museum of Natural History. Please complete all sections of this application thoroughly. Please print.

Form with fields: Last Name, First Name, Middle, Date

Present Address

Form with fields: Address, City, State, Zip

Permanent Address (if different from above)

Form with fields: Address, City, State, Zip

Form with fields: Cell Phone, Alternate Phone, Email Address

Position applying for:

Personal Information

Have you ever applied or worked for the Museum before? YES NO

If yes, when Which position? (Circle) Main Campus /Sea Center

Do you have any friends or relatives working for the Museum? YES NO

If yes, please list:

Form with fields: Name, Relationship, (Circle) Main Campus /Sea Center

If hired, would you have a reliable means of transportation to and from work? YES NO

Are you at least 18 years of age? (if under 18, hire is subject to verification that you are of minimum legal age.) YES NO

If hired, can you present evidence of your legal right to live and work in the US? YES NO

Are you able to perform the essential functions of the job either with or without reasonable accommodation? YES NO

If no, please describe the functions that cannot be performed:

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

Have you ever been convicted of or pled nolo contendere to a criminal offense (felony or serious misdemeanor)? YES NO

**CONVICTION OF A CRIME WILL NOT AUTOMATICALLY DISQUALIFY YOU FROM EMPLOYMENT. THE FACTS OF EACH OFFENSE WILL BE CONSIDERED. You should not check "Yes" because of, or list information concerning, any of the following: (i) referral to, and participation in, any pre-trial or post-trial diversion program; (ii) convictions that have been judicially dismissed, expunged, or ordered sealed pursuant to law, including, but not limited to, Sections 1203.4, 1203.4a, 1203.45, and 1210.1 of the Penal Code; (iii) any arrest, detention, processing, diversion, supervision, adjudication, or court disposition that occurred while you were subject to the process and

jurisdiction of a juvenile court law, nor any actual conviction or other adjudication by a juvenile court or any other court order or action taken with respect to you when you were under the process and jurisdiction of the juvenile court law; (iv) misdemeanor convictions for which probation has been completed and the case dismissed by the court; (v) convictions for violations of California Health and Safety Code §11357(b) or (c), 11360(c), 11364, 11365, or 11150 (which concern possession of less than an ounce of marijuana, transportation or sale of less than one ounce of marijuana, possession of a marijuana pipe or similar marijuana paraphernalia, being in a place where marijuana is smoked, or being under the influence of marijuana).

If Yes, state nature of the crime(s), when and where convicted and the disposition of the case:

Education & Training

High School

Name

Address City State Zip

No. yr(s)/mo(s) completed _____ Graduated? YES NO Diploma/Degree _____

College or University

Name

Address City State Zip

No. yr(s)/mo(s) completed _____ Graduated? YES NO Diploma/Degree _____

Vocation or Business Training

Name

Address City State Zip

No. yr(s)/mo(s) completed _____ Graduated? YES NO Diploma/Degree _____

Additional Education or Training

Name

Address City State Zip

No. yr(s)/mo(s) completed _____ Graduated? YES NO Diploma/Degree _____

Employment History

List below all present and past employment starting with your most recent employer (last 5 yrs is sufficient). Account for all periods of unemployment. **You must complete this section even if attaching a resume.** (Attach additional pages if necessary)

_____ Name of Employer		_____ Phone	
_____ Type of Business		_____ Supervisor's Name	
		_____ Phone/Ext. #	
_____ Address		_____ City State Zip	
_____ Dates of Employment		_____ Salary	
From	To	Beginning	Ending

Position/Title

Reason for Leaving

Duties: _____

May we contact this employer for a reference?

YES

NO

(Continue on next page)

Employment History, continued

Name of Employer

Phone

Type of Business

Supervisor's Name

Phone/Ext. #

Address

City

State

Zip

Dates of Employment _____
From To

Salary _____
Beginning

Ending

Position/Title

Reason for Leaving

Duties: _____

May we contact this employer for a reference?

YES

NO

Name of Employer

Phone

Type of Business

Supervisor's Name

Phone/Ext. #

Address

City

State

Zip

Dates of Employment _____
From To

Salary _____
Beginning

Ending

Position/Title

Reason for Leaving

Duties: _____

May we contact this employer for a reference?

YES

NO

Name of Employer	Phone		
Type of Business	Supervisor's Name		
Address	City	State	Phone/Ext. #
Dates of Employment	Salary	Beginning	Ending
Position/Title	Reason for Leaving		
Duties: _____			

May we contact this employer for a reference? YES NO

References

List below three person not related to you who have knowledge of your work performance within the last three years.

First Name	Last Name		
Address	City	State	Zip
Phone	Occupation	Yrs. Acquainted	

(Continue on next page)

References, continued

First Name	Last Name		
Address	City	State	Zip
Phone	Occupation	Yrs. Acquainted	

First Name	Last Name		
Address	City	State	Zip

Phone

Occupation

Yrs.
Acquainted

Please Read Carefully, Initial Each Paragraph and Sign Below

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Initial _____

I hereby authorize the Santa Barbara Museum of Natural History (The Museum) to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the Museum any and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Museum, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Initial _____

I understand that nothing contained in the application, or conveyed during any interview, which may be granted, or during my employment, if hired, is intended to create an employment contract between the Museum and me. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Museum, and that no promises or representations contrary to the foregoing are binding on the Museum unless made in writing and signed by me and the Museum's Executive Director.

Initial _____

Signature

Date

Print Name