# PORTLAND MUSEUM OF ART
## APPLICATION FOR EMPLOYMENT
The Portland Museum of Art is an equal opportunity employer and values diversity at our museum. We do not discriminate on the basis of race, color, religion, national origin, ancestry, age, sex, sexual orientation, physical or mental disability, veteran status, status as a whistleblower, marital status, gender identity or expression, genetic information, or any other basis prohibited by applicable law.

## PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>NAME</th>
<th>TODAY'S DATE</th>
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<tbody>
<tr>
<td>LAST</td>
<td></td>
</tr>
<tr>
<td>FIRST</td>
<td></td>
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<tr>
<td>MIDDLE</td>
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### PRESENT ADDRESS

<table>
<thead>
<tr>
<th>STREET</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
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### PERMANENT ADDRESS

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<tr>
<th>STREET</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
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### EMAIL ADDRESS

<table>
<thead>
<tr>
<th>EMAIL ADDRESS</th>
<th>PHONE NO.</th>
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Are you either a U.S. citizen or an alien authorized to work in the United States? [ ] Yes [ ] No

Have you ever been convicted of a crime other than a minor traffic violation? [ ] Yes [ ] No

If yes, please list date and type of offense(s). Checking “yes” may not necessarily preclude employment.

## EMPLOYMENT DESIRED

### POSITION

<table>
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<tr>
<th>DATE YOU CAN START</th>
<th>SALARY DESIRED</th>
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Are you employed now? [ ] Yes [ ] No

If yes, may we contact your present employer? [ ] Yes [ ] No

Have you ever applied to or been employed by the Portland Museum of Art before? [ ] Yes [ ] No

If yes, provide details:

Are you a family or household member of any current museum employee, volunteer, or trustee? [ ] Yes [ ] No

If yes, provide details:

How did you hear about this job?

## EDUCATION

<table>
<thead>
<tr>
<th>NAME AND LOCATION OF SCHOOL</th>
<th># OF YEARS ATTENDED</th>
<th>DID YOU GRADUATE?</th>
<th>SUBJECTS STUDIED</th>
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<tbody>
<tr>
<td>GRAMMAR SCHOOL</td>
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<tr>
<td>HIGH SCHOOL</td>
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<tr>
<td>TRADE, BUSINESS OR CORRESPONDENCE SCHOOL</td>
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## GENERAL INFORMATION

Subjects of special study or research work

<table>
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<tr>
<th>SPECIAL SKILLS</th>
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</table>
EMPLOYMENT HISTORY (LIST BELOW LAST FOUR EMPLOYERS STARTING WITH CURRENT OR MOST RECENT EMPLOYER)

EMPLOYER 1 (MOST RECENT)
NAME AND ADDRESS OF EMPLOYER: ____________________________
DATES Employed
FROM: ____________________________
SUPERVISOR’S NAME: ____________________________
TO: ____________________________
REASON FOR LEAVING: ____________________________
POSITION: ____________________________
MONTH / YEAR__________________________
__________________________

EMPLOYER 2
NAME AND ADDRESS OF EMPLOYER: ____________________________
DATES Employed
FROM: ____________________________
SUPERVISOR’S NAME: ____________________________
TO: ____________________________
REASON FOR LEAVING: ____________________________
POSITION: ____________________________
MONTH / YEAR__________________________
__________________________

EMPLOYER 3
NAME AND ADDRESS OF EMPLOYER: ____________________________
DATES Employed
FROM: ____________________________
SUPERVISOR’S NAME: ____________________________
TO: ____________________________
REASON FOR LEAVING: ____________________________
POSITION: ____________________________
MONTH / YEAR__________________________
__________________________

EMPLOYER 4
NAME AND ADDRESS OF EMPLOYER: ____________________________
DATES Employed
FROM: ____________________________
SUPERVISOR’S NAME: ____________________________
TO: ____________________________
REASON FOR LEAVING: ____________________________
POSITION: ____________________________
MONTH / YEAR__________________________
__________________________

WHICH OF THESE JOBS DID YOU LIKE BEST?
WHAT DID YOU LIKE MOST ABOUT THIS JOB?

WHICH OF THESE JOBS DID YOU LIKE LEAST?
WHY?

REFERENCES (GIVE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR)

<table>
<thead>
<tr>
<th>NAME</th>
<th>YEARS ACQUAINTED</th>
<th>PHONE</th>
<th>ADDRESS</th>
<th>BUSINESS</th>
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CERTIFICATION AND RELEASE

I CERTIFY THAT THE INFORMATION CONTAINED ON THIS APPLICATION AND OTHER INFORMATION THAT I SUBMIT IS TRUE AND COMPLETE. I UNDERSTAND THAT, IF EMPLOYED, ANY UNTRUE OR INCOMPLETE INFORMATION ON THIS APPLICATION AND OTHER INFORMATION THAT I SUBMIT SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION ON ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, AND RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU.

I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS ‘AT WILL’ AND MAY BE TERMINATED AT ANY TIME WITHOUT PRIOR NOTICE AND WITHOUT CAUSE.

__________________________________________
SIGNATURE OF APPLICANT

__________________________________________
DATE