

FEDERAL AND STATE LAWS PROHIBIT DISCRIMINATION IN EMPLOYMENT BECAUSE OF SEX, AGE, RACE, COLOR, RELIGIOUS CREED, MARITAL STATUS, SEXUAL ORIENTATION, NATIONAL ORIGIN, ANCESTRY, CITIZENSHIP, SERVICE IN THE ARMED FORCES OF THE UNITED STATES, DISABILITY, GENETIC INFORMATION, OR ANY OTHER PROTECTED CLASSIFICATION.

DATE: _____

Personal Information

NAME: _____ TELEPHONE: _____
First Middle Last

ADDRESS: _____
Street City State Zip Code

If under 18 years of age, do you have a work permit? Yes No

Are you legally authorized to work in the United States? Yes No

If you are extended a job offer, you will be required to furnish proof of lawful work status in accordance with the Immigration Reform and Control Act of 1986.

How did you hear about PEM? Job Posting Walk-in PEM Employee Other

Please give us the name of your referral source: _____

Have you ever been convicted of a felony? Yes No Record

Have you completed a period of incarceration within the past five years for any misdemeanor (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? Yes No Record

If the answer to the above question is "yes", please state whether you were convicted **more than five years ago** for any offense (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? Yes No Record

A criminal conviction will not necessarily be a bar to employment. To help us evaluate your application, please describe your criminal conviction(s), listing the nature of your offense, and your rehabilitation since the conviction(s).

An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" with respect to any inquiry herein relative to prior arrests, criminal court appearances or convictions. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution.

Position Desired/Availability

Position(s) applied for: _____

Salary/Wage request: _____

Date you can start: _____

Your availability: Full-Time Part-Time

The days you are available to work: _____

It is not necessary for you to identify that unavailability for work is because of religious observance or practice.

Have you ever worked for PEM before? Yes No

When: _____ Name of supervisor: _____

Reason for leaving: _____

In accordance with PEM's policy concerning work assignment, do you have any relatives employed by PEM?
 Yes No

If yes, please state their name(s): _____

Will you be holding any other jobs while employed by PEM? Yes No

If yes, please describe: _____

Are you prohibited from or limited in your performance of any job duties for the Peabody Essex Museum by any restrictive covenants not to compete, confidentiality agreements or any other contracted obligations?
 Yes No

If yes, please provide a copy of the agreement to Human Resources.

Education

	SCHOOL NAME	ADDRESS	NO. YEARS COMPLETED	CONCENTRATION/MAJOR	DEGREE RECEIVED
HIGH SCHOOL			1 2 3 4		
COLLEGE			1 2 3 4		
GRADUATE SCHOOL			1 2 3 4		

LICENSE, VOCATION OR TRADE TRAINING:

ADDITIONAL SKILLS YOU WOULD LIKE PEM TO KNOW ABOUT:

References

List references including at least two of your immediate supervisors.

NAME & OCCUPATION	ADDRESS	TELEPHONE

Employment History

List below your work experience (starting with your present or most recent employer) for the last five years or your last three employers, whichever will provide us with the most information about you. You may include as part of your employment history any verified work performed on a volunteer basis. Please continue on a separate sheet of paper if you need additional space. Please account for all periods of unemployment in this section.

DATES EMPLOYED (FROM/TO)	NAME/ADDRESS OF EMPLOYER	SUPERVISOR	POSITION	SALARY (START/END)	REASON FOR LEAVING

May we contact your present employer at this time? Yes No

Notice

IT IS UNLAWFUL IN MASSACHUSETTS TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. AN EMPLOYER WHO VIOLATES THIS LAW SHALL BE SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITY.

Applicant's Statement

I have read and fully understand the questions asked in this application. I understand that this application is not an offer or contract of employment. I understand that if I am hired, any employment will be on a 180-day introductory basis and that my employment may be terminated with or without cause or notice, at any time, at either my option or that of the Peabody Essex Museum. This status can be modified only by a written document setting forth such modification, signed by both me and an authorized representative of the Peabody Essex Museum. I give the Peabody Essex Museum permission to contact all or any of my previous employers and references and authorize them to provide all information requested of them by the Peabody Essex Museum, and release and hold harmless all persons and entities from liability for doing so. I understand that after a tentative offer of employment has been made, a background investigation will be conducted by PEM or its agent/third-party provider including a criminal offender record information report. I have the right to request in writing, upon receipt of notice that an investigation is being conducted, a complete and accurate written disclosure of the nature and scope of the requested background investigation. I understand that any offer of employment is conditioned upon receipt of satisfactory references and satisfactory completion of such a background investigation.

I have provided truthful and complete responses to all inquiries in the application and understand that the discovery of any falsification or omission will disqualify me from consideration for employment or constitute grounds for immediate dismissal when discovered. If employed by the Peabody Essex Museum, I will abide by its rules and regulations, which I understand are subject to change by the museum.

DATE:

APPLICANT'S SIGNATURE:
