

EMPLOYMENT QUALIFICATIONS SUMMARY



**THE HUNTINGTON
LIBRARY, ART COLLECTIONS, AND BOTANICAL GARDENS**

AN EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to race, color, religion, ancestry, national origin, age, gender, marital status, pregnancy, sexual orientation, mental or physical disability, medical condition, citizenship, or any other characteristic protected by state or federal law.

Please complete this form in black or blue ink, and include all requested information.

Name _____
Last First MI

Social Security # _____
Please list last 4 digits only.

Address _____ Phone () _____

City State Zip

Position Desired _____ Full time Part time

Available to begin work on _____ Salary expectations \$ _____ per _____

Referred by _____
Name of person, publication, website or other source.

Are you at least 18 years of age? Yes No (Proof of age and work permits may be required prior to hiring)

Do you have the legal right to work and be employed in the United States? Yes No
(Proof of identity and legal authority to work in the United States is a condition of employment.)

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

Notice to all Applicants: Do not respond "yes" concerning the following: arrests or detentions that did not result in convictions; referrals to, and participation in, any pre-trial or post-trial diversion program; marijuana-related convictions more than two (2) years old; convictions for which the record has been judicially ordered sealed, expunged, or statutorily eradicated; convictions that occurred more than seven (7) years ago; misdemeanor convictions for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed; and first convictions for misdemeanors of drunkenness, speeding, minor traffic violations, or disturbances of the peace or misdemeanor convictions where five (5) or more years have elapsed between the application date and the date of conviction or completion of the incarcerations, whichever is later. A conviction is not an automatic bar to employment. Each case will be considered on its own merits.)

If so, please explain and state the charge, the court, the date of the conviction, and the disposition of the case.

Please list any other names you have used, which will enable us to verify your employment or credentials. _____

Are you able to perform the essential functions of the position for which you are applying, either with or without reasonable accommodations? Yes No

Please list the names of your friends or relatives who work or have worked at The Huntington. _____

Have you ever applied for employment, or been employed by The Huntington? No Yes

If so, please indicate which position and the applicable dates: _____

Please identify any reasons why you could not:

Maintain the assigned work schedule: _____

Work overtime as assigned: _____

Have a reliable means of transportation to and from work: _____

PERIODS OF UNEMPLOYMENT

Please identify and explain all periods of unemployment in excess of one month during the past ten years.

Dates	Reason

EDUCATION AND TRAINING

Category	Name & Location of Institution	Major or Course of Study	Years Completed	Degree Earned
High School				
College				
Graduate School				
Other training				

EXPERIENCE

List all of your present and prior work experience for the last ten years, beginning with the most recent experience, including self-employment and unpaid or voluntary work experience. Although you are welcome to attach your resume, we require that this section be completed fully.

Name of Employer	Start Date	Ending Date
Address (Street, City, State and Zip code)	Telephone	Supervisor's Name
Position Title	Starting Pay Rate per	Ending Pay Rate per
Position Description		
Reason for leaving		
Name of Employer	Start Date	Ending Date
Address (Street, City, State and Zip code)	Telephone	Supervisor's Name
Position Title	Starting Pay Rate per	Ending Pay Rate per
Position Description		
Reason for leaving		
Name of Employer	Start Date	Ending Date
Address (Street, City, State and Zip code)	Telephone	Supervisor's Name
Position Title	Starting Pay Rate per	Ending Pay Rate per
Position Description		
Reason for leaving		

Experience (continued)

Name of Employer	Start Date	Ending Date
Address (Street, City, State and Zip code)	Telephone	Supervisor's Name
Position Title	Starting Pay Rate per	Ending Pay Rate per
Position Description		
Reason for leaving		

If presently employed, may we contact your employer? Yes No If not, please explain: _____

Please list any other experience, skills, qualifications, or professional associations that you believe could be of benefit to The Huntington. _____

ADDITIONAL PROFESSIONAL REFERENCES (Please do not list personal references.)

List three persons, excluding relatives, who have known you for at least five years and who are familiar with your work abilities.

Name	Address	Phone Number	Professional Relationship

I hereby certify that the information contained in this application form is true and correct to the best of my knowledge and agree to have any of the statements checked by The Huntington unless I have indicated to the contrary. I authorize the references listed on my application materials to provide The Huntington any and all information concerning my previous employment and any pertinent information that they may have. Further, I release all parties and persons from any and all liability for any damages that may result from furnishing such information by the company or any of its agents, employees, or representatives. I understand that any misrepresentation, falsification, or material omission of information on my application materials may result in my failure to receive an offer or, if I am hired, in my immediate dismissal from employment.

In consideration of my employment, I agree to conform to the rules and standards of The Huntington, as amended from time to time in The Huntington's sole discretion. I further agree that my employment and compensation can be terminated at will, with or without cause, and with or without notice, at any time, either at my option or at the option of The Huntington. I understand that no employee or representative of The Huntington, other than the president of The Huntington, has any authority to enter into any agreement for employment for any specified period of time, or to make any express or implied agreement contrary to at-will employment. Further, the president of The Huntington may not alter the at-will nature of the employment relationship or enter into any employment agreement for a specified time unless the president and I both sign a written agreement, which clearly and expressly specifies the intent to do so. I agree that this shall constitute a final and fully binding integrated agreement with respect to the at-will nature of my employment relationship and that there are no oral or collateral agreements regarding this issue.

I also understand that all offers of employment are conditioned on the receipt of satisfactory responses to reference requests and background checks, as appropriate for the position, and the provision of satisfactory proof of an applicant's identity and legal authority to work in the United States.

Signature of Applicant

Date