



# The Preservation Society of Newport County

## 424 Bellevue Ave., Newport, RI 02840

### APPLICATION FOR EMPLOYMENT

*The Preservation Society of Newport County considers applications for all positions without regard to race, color, religion, gender, age, national origin, disability, sexual orientation, veteran status, or any other classification protected by Federal, state, or local law.*

Date of Application: \_\_\_\_\_

**Position Applied For:**

*Note: If you wish, place a (1) next to your first preference, a (2) next to the second, and so on*

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|--|---|
| _____ Sales Associate (Tickets or Merchandise)   | _____ Groundskeeping / Gardening          |
| _____ Tour Guide                                 | _____ Caretaking / Housekeeping           |
| _____ Maintenance (Carpentry, Masonry, Painting) | _____ Security                            |
| _____ Curatorial                                 | _____ Academics                           |
| _____ Development                                | _____ Marketing                           |
| _____ Administrative Support                     | _____ Special Events                      |
| _____ Team Leader (Visitor Experience)           | _____ Associate Team Leader (Visitor Exp) |

_____			_____		
Last	First	Middle Initial			
_____					
Number	Street	City	ST	ZIP	
_____					
Home Phone	Cell Phone	Email Add:	Social Security Number (Optional)		
_____					

Have you previously **APPLIED TO** the Preservation Society? ( Y / N )  
If Yes, please provide approximate date: \_\_\_\_\_

Have you previously **WORKED FOR** the Preservation Society? ( Y / N )  
If Yes, please provide approximate date: \_\_\_\_\_

Are any of your relatives presently employed by the Preservation Society? ( Y / N )  
If Yes, name of relative: \_\_\_\_\_

If an offer of employment is made, can you provide required proof of your legal eligibility to work? ( Y / N )

If you are under 18 years of age, can you provide legal authorization to work? ( Y / N )

Were you were referred by a Preservation Society employee? ( Y / N )  
If so, by whom? \_\_\_\_\_

Have you ever been **convicted** of a crime or violation other than a minor traffic infraction? ( Y / N )  
*A conviction record will not necessarily be a bar to employment. Factors such as job relations, age and time of the offense, seriousness and nature of the violation and rehabilitation will be taken into account.*

Date you are available to start work: \_\_\_\_\_

Are you interested in: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Seasonal

Are you currently on "lay off" status from another job and subject to recall? ( Y / N )

**PSNC Employment Application - Updated February 2012**  
**Application must be completed .**

# Employment History

Please provide your full employment record - start with your current or most recent employment: (We will assume we have your permission to contact these firms unless you indicate otherwise.)

NAME AND ADDRESS OF PREVIOUS EMPLOYER	PERIOD OF EMPLOYMENT (MONTH/YEAR)	COMPLETE THE FOLLOWING	REASON FOR LEAVING
<i>COMPANY</i>	<i>FROM</i>	<i>TYPE OF BUSINESS</i>	
<i>ADDRESS</i>	<i>TO</i>	<i>POSITION</i>	
<i>CITY/ST/ZIP</i>	<i>PHONE</i>	<i>SUPERVISOR</i>	
<i>COMPANY</i>	<i>FROM</i>	<i>TYPE OF BUSINESS</i>	
<i>ADDRESS</i>	<i>TO</i>	<i>POSITION</i>	
<i>CITY/ST/ZIP</i>	<i>PHONE</i>	<i>SUPERVISOR</i>	
<i>COMPANY</i>	<i>FROM</i>	<i>TYPE OF BUSINESS</i>	
<i>ADDRESS</i>	<i>TO</i>	<i>POSITION</i>	
<i>CITY/ST/ZIP</i>	<i>PHONE</i>	<i>SUPERVISOR</i>	
<i>COMPANY</i>	<i>FROM</i>	<i>TYPE OF BUSINESS</i>	
<i>ADDRESS</i>	<i>TO</i>	<i>POSITION</i>	
<i>CITY/ST/ZIP</i>	<i>PHONE</i>	<i>SUPERVISOR</i>	

## Education:

	NAME/LOCATION OF SCHOOL	COURSE OF STUDY	YEARS COMPLETED	DIPLOMA OR DEGREE RECEIVED
HIGH SCHOOL				
COLLEGE				
VOCATIONAL / TRADE SCHOOL				
GRADUATE STUDIES				
SPECIAL STUDY/ CONCENTRATION				

## Additional Skills / Studies:

Please list any skills or training that you feel would better enable you to perform the position for which you are applying:

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## Awards / Honors:

Please list academic honors, extracurricular activities, offices held, etc. in high school, college, or military service. (Omit any which reflects your race, color, religion, age, sex, sexual orientation, marital status, or disabilities.)

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## References:

Please provide the names and addresses of persons who know you (not relatives), whom we can contact.

<b>Name</b> _____
<b>Address</b> _____
_____
<b>Phone</b> _____
<b>Title</b> _____

<b>Name</b> _____
<b>Address</b> _____
_____
<b>Phone</b> _____
<b>Title</b> _____

<b>Name</b> _____
<b>Address</b> _____
_____
<b>Phone</b> _____
<b>Title</b> _____

<b>Name</b> _____
<b>Address</b> _____
_____
<b>Phone</b> _____
<b>Title</b> _____

### **BACKGROUND CHECK PERMISSION (COMPREHENSIVE) FOR PROSPECTIVE EMPLOYEE**

In connection with my application for employment with The Preservation Society of Newport County, I hereby agree as follows:

#### **1. GENERAL CONSENT TO BACKGROUND INVESTIGATION**

As a condition of The Preservation Society's consideration of my employment application, I give permission to The Preservation Society to investigate my personal and employment history. I understand that this background investigation will include but not be limited to verification of all information on my employment application.

#### **2. CONSENT TO CONTACT PAST EMPLOYERS**

I specifically give permission to The Preservation Society to contact all of my prior employers for references. I further give permission to all current or previous employers and/or managers or supervisors to discuss my relevant personal and employment history with The Preservation Society, consent to the release of such information orally or in writing, and hereby release them from all liability and agree not to sue them for defamation or other claims based upon any statements they make to any representative of The Preservation Society.

I further waive all rights I may have under law to receive a copy of any written statement provided by any of my former employers to The Preservation Society. I further agree to indemnify all past employers for any liability they may incur because of their reliance upon this Agreement.

#### **3. CONSENT TO CONTACT GOVERNMENT AGENCIES**

I further give permission to The Preservation Society to receive a copy of any information obtained in the file of any federal, state, or local court, or governmental agency concerning or relating to me. I further consent to the release of such information and waive any right under law concerning notification of the request for a release of such information. In the event a law does not provide for prospective employers to have access to information, I hereby delegate The Preservation Society as my agent for the receipt of information. I understand that the scope of this investigation will be limited as required by applicable law.

#### **4. COOPERATION WITH INVESTIGATION**

I agree to fully cooperate in The Preservation Society's background investigation, and to sign any waivers or releases that may be necessary or desirable to obtain access to relevant information. In the event that any former employer or federal, state, or local governmental agency will not release reference information or criminal history information directly to the employer, I agree to personally request such information to the extent permitted by law.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Printed Name

**Applicant Statement**

In consideration of my employment, if I am employed, I agree to abide by the employment policies of The Preservation Society of Newport County, and I understand that all employment with the Preservation Society is "at will" which means that either the Preservation Society or myself may terminate the employment relationship at any time, with or without notice.

I understand that no representative of The Preservation Society of Newport County, other than the Chief Executive Officer, has the authority to enter into any agreement for employment for any specified period of time, or to make any contrary agreement to the foregoing.

I understand that completion of this Application for Employment does not guarantee that I have been granted employment by the Preservation Society.

I hereby affirm that my answers to these statements and questions are true and correct to the best of my knowledge. I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably.

I understand that any misrepresentation, deception, or false statement made in this Employment Application may result in my not being considered for employment, and if not discovered by The Preservation Society of Newport County until after my becoming employed, is grounds for, and may result in, my immediate termination.

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied on this application by me.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**This application for employment is good for one year only.**

