



Application for Employment

At The Preservation Society of Newport County we cherish the diversity among our employees. In compliance with Federal and State employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, gender, national origin, age, disability, country of ancestral origin, sexual orientation, gender identity or expression, marital status, pregnancy, childbirth or related medical conditions, military service, or status as a Vietnam-era or special disabled veteran, or any other legally protected class.

(answer all questions – please fill in the form or print clearly)

Date of Application _____

Position(s) Applied For:

- | | |
|--|---|
| <input type="checkbox"/> Administrative Support | <input type="checkbox"/> Sales Associate (Tickets or Merchandise) |
| <input type="checkbox"/> Development | <input type="checkbox"/> Groundskeeping / Gardening |
| <input type="checkbox"/> Curatorial | <input type="checkbox"/> Caretaking / Housekeeping |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Maintenance (Carpentry, Masonry, Painting) |
| <input type="checkbox"/> Special Events | <input type="checkbox"/> Security |
| <input type="checkbox"/> Tour Guide | <input type="checkbox"/> Museum Affairs |
| <input type="checkbox"/> Team Leader (Museum Experience) | <input type="checkbox"/> Associate Team Leader (Museum Experience) |

First and second position of preference: _____

Name: _____
(Last, First, Middle Initial)

Address: _____
(Number, Street, City, State, Zip Code)

Email Address: _____

Home Telephone Number: _____ Best Time to call you at home: _____

Cell Phone Number: _____ Best Time to call you on cell: _____

Are you known to schools/reference by another name? Yes No

If yes, by what name(s)? _____

How did you learn about us? Advertisement Friend Relative Website
 Employment Agency Walk-in Other _____

Have you previously **APPLIED TO** the Preservation Society? Yes No Date(s) _____

Have you previously **WORKED FOR** the Preservation Society? Yes No Date(s) _____

Are any of your relatives presently employed by the Preservation Society? Yes No

If yes, name of relative(s): _____

If an offer of employment is made, can you provide legal authorization to work in the United States? Yes No

If you are under 18 years of age, can you provide legal authorization to work in the United States? Yes No

Are you available to work? Full-time Part-time Seasonal Date Available to start work: _____

Are you currently employed? Yes No Are you on a layoff and subject to recall? Yes No

Are you a veteran? Yes No Years of service: _____

Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree	Did you graduate?
High School					
Trade/Business School					
Undergraduate College/ University					
Graduate College/ University					
Special Study/ Concentration					
Other (Specify)					

Describe any specialized training, apprenticeship, or skills you have:

Describe your computer skills and programs used:

List academic honors, professional, trade, business or civic activities and offices held. (Exclude information which would reveal race, color, religion, gender, national origin, age, disability, country of ancestral origin, sexual orientation, gender identity or expression, marital status, pregnancy, childbirth or related medical conditions, military service, or status as a Vietnam-era or special disabled veteran, or any other protected status):

State any additional information you feel may be helpful to us in considering your application:

Employment Experience

Start with your **present** or most recent job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities, or other protected status.

Employer		Telephone Number	
Address (Number, Street, City, State, Zip Code)		Hourly Rate / Salary (starting and final)	
Dates Employed: (from: mm/dd/yy – to: mm/dd/yy)		Reason for Leaving	
Job Title	Immediate Supervisor & Title	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	
Work Performed and Job Responsibilities: <hr/> <hr/>			
Employer		Telephone Number	
Address (Number, Street, City, State, Zip Code)		Hourly Rate / Salary (starting and final)	
Dates Employed: (from: mm/dd/yy – to: mm/dd/yy)		Reason for Leaving	
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Work Performed and Job Responsibilities: <hr/> <hr/>			
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Job Title	Immediate Supervisor & Title	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	
Work Performed and Job Responsibilities: <hr/> <hr/>			

Comments (including explanation of any gaps in employment)

Professional References

Give name, address and phone number of three professional references

Name / Title	Company / Address	Phone Number(s)

**The Preservation Society of Newport County is subject to Rhode Island Worker's Compensation Act,
Rhode Island General Laws Title 28, Chapters 29-38**

Agreement

Please read Before Signing – Failure to sign this agreement will result in your application NOT being considered. If you have questions, please discuss with us.

"I certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that falsified statements on this application in any detail shall be considered sufficient cause for disqualification from further consideration for hire or for dismissal.

I authorize The Preservation Society of Newport County to make any investigation of my personal or employment history and authorize any former employer, person, firm, corporation, credit agency, or government agency to give The Preservation Society of Newport County any information they may have regarding me. In consideration of The Preservation Society of Newport County's review of this application, I release The Preservation Society of Newport County and all providers of information from any liability as a result of furnishing and receiving this information."

I further agree that, if employed, I will abide by The Preservation Society of Newport County's rules and regulations and understand that, unless specifically agreed to in writing, my employment can be terminated with or without cause, and with or without notice, at any time, at either The Preservation Society of Newport County's or my own option. I understand that no personal recruiter, interviewer, or other representative of The Preservation Society of Newport County, other than the company Chief Executive Officer, has authority to enter into any agreement for employment for any specified period of time. I also understand that any employment policies and guidelines or handbooks that may be distributed to me during the course of my employment shall not be construed as a contract."

Signature of Applicant: _____ Date: _____