



# EMPLOYMENT APPLICATION

The Toledo Museum of Art  
 PO Box 1013 • Toledo, OH 43697

The Toledo Museum of Art is an equal opportunity employer. Employment decisions are based on such factors as skill, knowledge, the ability to effectively perform work assignments and availability for work, without regard to non-pertinent factors of race, religion, color, sex, age, ancestry, citizenship, national origin, veteran, disability, or other protected status.

## PERSONAL DATA

Please Print or Type

All applicable portions must be completed

Application date	Position applied for	Date available for work	
Last name	First	Middle	
Primary phone number	Secondary phone number	Email	
Present address	City	State	Zip
List all previous addresses (include city and state)			
		From (date)	To (date)
_____			
_____			
_____			

## EDUCATION

Name and Location of School

Degree Received

Major

High School			
College			
Graduate School			
Specialized Training, Trade School, Certificate, etc.			

## SKILLS

List skills (keyboard, computer programs mastered, foreign language, graphic design, HVAC equipment, etc.)

**EXPERIENCE** List most recent experience first, then others of significance. Include military service.

Employer	Dates employed From: _____ To: _____	May we contact Yes <input type="radio"/> No <input type="radio"/>
Address (including city, state, zip)		Phone
Job Title	Duties	
Immediate supervisor	Reason for leaving	

Employer	Dates employed From: _____ To: _____	May we contact Yes <input type="radio"/> No <input type="radio"/>
Address (including city, state, zip)		Phone
Job Title	Duties	
Immediate supervisor	Reason for leaving	

Employer	Dates employed From: _____ To: _____	May we contact Yes <input type="radio"/> No <input type="radio"/>
Address (including city, state, zip)		Phone
Job Title	Duties	
Immediate supervisor	Reason for leaving	

List other employers and dates of employment
--

**OTHER EXPERIENCE**

Detail volunteer activities, community involvement, special projects, publications, honors, awards, or recognition you feel helps prepare you for this position.

Are you able to perform all the functions of the position for which you are applying?  Yes  No  
If no, explain.

Hour  Annual  Desired Compensation (\$):

Are you related to anyone who is currently employed at the Toledo Museum of Art?  Yes  No

Name  Position

Are you interested in (check all that apply)

Part time  Temporary  Full time  Weekend  Shift work

Schedule Availability

Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Are there any restrictions on your availability for work?

How did you hear about this opening?

**APPLICANT STATEMENT**

**REFERENCES** List two references not related to you who can discuss your work and/or educational experience and achievements.

Name		Phone
Relationship	Email	Years Known
Name		Phone
Relationship	Email	Years Known

**APPLICANT AGREEMENT and SIGNATURE**

The Toledo Museum of Art provides equal opportunity for employment and promotion to all qualified employees and applicants. No person shall be discriminated against in employment on the basis of race, color, religion, gender, age, national origin, marital status, disability, sexual orientation, veteran status or any other status or condition protected by applicable federal or state statutes. The Museum is committed to maintaining an environment in which all employees are treated equitably and given the opportunity to achieve their full potential in the workplace.

I certify that the information contained in this application is correct to the best of my knowledge. I understand that false or misleading information is grounds for refusing to hire me or result in immediate termination if offered a position.

I authorize any person, organization or company listed on this application to furnish you any and all information concerning my previous employment, education and qualifications for employment. I also authorize the Museum or its agent to conduct any background or reference check, including but not limited to previous employment, education, criminal convictions, and credit records.

In consideration for my employment, I agree to abide by the policies and regulations of the Museum, which policies may be changed, withdrawn, added or interpreted at any time, at the Museum's sole option and without prior notice to me. I also acknowledge that should I be offered a position with the Museum, my employment may be terminated, or any offer or acceptance of employment withdrawn, at any time, with or without cause, and with or without prior notice at the option of the Museum or myself.

I agree to undergo any requested physical examination or drug screening test.

I understand that any offer of employment will be contingent based upon reports satisfactory to the Museum.

Applicant signature

Date

