

MFAH *The Museum of Fine Arts, Houston*

Employment Application

Date _____ Applying for _____

Date available to start _____

Name (as it appears on your Social Security Card)

Last First Middle

Present Address _____
No. Street City State Zip

Phone No. _____ E-mail _____

Preferred method of contact Phone E-mail Rate of pay expected \$ _____

Work Availability Full Time Part Time Specify days and hours available _____

Are you legally eligible for employment in the United States? Yes No

Have you ever been convicted of a crime (other than minor traffic violations)? Yes No If so, please explain _____

Did we previously employ you? Yes No If yes, when/what department? _____

Do you have any relatives employed by the MFAH? Yes No If yes, who? _____
Name Relationship to you

Languages other than English _____

Software skills _____

How did you hear about our job?

- MFAH website Walk-In
- Advertisement _____
(please list source)
- Personal referral _____
(please list name)
- Other _____
(please list source)

Check any of the following job skills you have:

- Administrative Support Retail Customer Service
- Computer Skills Research Data Entry
- Building Maintenance HVAC Security

Are there any other experiences, skills, abilities that contribute to your qualifications? _____

Education and Training

Level or Type of Education/Training	Name and Location	Last Year Completed	Did You Graduate?	Subjects Studied/ Degrees Received
High School	_____	I 2 3 4	<input type="radio"/> Yes <input type="radio"/> No	_____
College or Technical School	_____	I 2 3 4	<input type="radio"/> Yes <input type="radio"/> No	_____
Postgraduate	_____	I 2 3 4	<input type="radio"/> Yes <input type="radio"/> No	_____
Other	_____	I 2 3 4	<input type="radio"/> Yes <input type="radio"/> No	_____

The MFAH is an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment on any basis including race, creed, color, age, sex, religion, national origin, genetic information, handicap or status as a disabled and/or Vietnam Era Veteran. For more information, visit our website at mfah.org/about/careers/.

The Museum of Fine Arts, Houston, PO Box 6826, Houston, TX 77265-6826

Employment History (Please complete even if you are attaching a resume)

List below your present and past employment, beginning with your most recent.

1. Present or Last Employer _____ Phone (____) _____
Address _____ City _____ State _____ Zip _____
Dates Employed _____ to _____ Position _____ Salary _____
Primary Responsibilities _____

Supervisor _____ Reason for Leaving _____

2. Previous Employer _____ Phone (____) _____
Address _____ City _____ State _____ Zip _____
Dates Employed _____ to _____ Position _____ Salary _____
Primary Responsibilities _____

Supervisor _____ Reason for Leaving _____

3. Previous Employer _____ Phone (____) _____
Address _____ City _____ State _____ Zip _____
Dates Employed _____ to _____ Position _____ Salary _____
Primary Responsibilities _____

Supervisor _____ Reason for Leaving _____

4. Previous Employer _____ Phone (____) _____
Address _____ City _____ State _____ Zip _____
Dates Employed _____ to _____ Position _____ Salary _____
Primary Responsibilities _____

Supervisor _____ Reason for Leaving _____

May we contact the employers listed above? Yes No If not, indicate by number which one(s) you do not wish us to contact: _____

The statements on this application are correct, complete, and true to the best of my knowledge. I understand that in case of employment, I am subject to dismissal if any of the information on this application is false. If I am employed by the Museum, I agree to abide by the Museum's rules and regulations. I understand that my employment is not intended to, and does not constitute any contractual relationship. I understand that my employment will be for no specified period of time and can be terminated at any time by either the Museum or myself for any reason with or without notice. I further understand that no supervisor or manager of the Museum has any authority to enter into any agreement for employment, written or verbal, or to make any agreement contrary to the foregoing.

Rev 5/15 Signed _____