

**The House on F Street, LLC
International Spy Museum
Application
For Employment**



We are an Equal Opportunity Employer

We consider applicants for all positions without regard to age, citizenship status, color, disability, family responsibilities, gender, marital status, matriculation, national origin, personal appearance, political affiliation, race, religion, sexual orientation or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For:	Date of Application:
How Did You Learn About Us? <input type="checkbox"/> First Source <input type="checkbox"/> Internet <input type="checkbox"/> Relative of _____ <input type="checkbox"/> Friend <input type="checkbox"/> Newspaper <input type="checkbox"/> Other (Specify) _____ <input type="checkbox"/> Employment Agency <input type="checkbox"/> Walk-in <input type="checkbox"/> Employee Referral (Name) _____ <input type="checkbox"/> Job Fair	

Last Name _____	First Name _____	Middle Name _____
Name used at work if other than first name _____		
Address Number Street _____	City _____	State _____ Zip Code _____
Telephone Number(s) / Contact Information: Home: _____ Work: _____ Cell: _____ Email: _____		Social Security Number: (only provide later in the hiring process)

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us, or The Malrite Company before? Yes No

If Yes, give date _____

Have you ever been employed with us, or The Malrite Company before? Yes No

If Yes, give date _____

Are you legally eligible to become employed in the United States? Yes No
Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you regularly available to work: Full Time Part Time Any Shift Weekends
 Overtime Seasonal

Please indicate the hours you are available to work, during both day and evening. We are open 7 days a week.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Note: Should your availability change, it is your responsibility to notify your supervisor.

Are you currently on "lay-off" status and subject to recall? Yes No

Have you pled guilty to, pled no contest to or been convicted of a felony crime within the last 7 years?
An affirmative answer will not necessarily bar you from employment. Yes No

If Yes, please explain:

Have you ever been discharged or involuntarily terminated from any employment? Yes No
 If yes, please explain and give employer's telephone number and address.

Skills and Training

Specialized Skills – Please circle skill level (1=beginner, 2=intermediate, 3=advanced) and specify version/software.

1·2·3 Word	1·2·3 PowerPoint	Other Software (Specify)
1·2·3 Word Perfect	1·2·3 Windows	
1·2·3 Access	1·2·3 DOS	
1·2·3 Excel	1·2·3 POS System	List Equipment Operated
1·2·3 Lotus 123	1·2·3 Desktop Publishing	
1·2·3 Outlook	1·2·3 Other Software	

Other Skills and Training

List other skills and training that could contribute to successful job performance.

Education

	High School				Undergraduate College/University				Graduate/Professional			
School Name and Location												
Years Completed	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree												
Course of Study												
Describe any specialized training, apprenticeship, skills and extra-curricular activities												
Describe any honors you have received												
State any additional information you feel may be helpful to us in considering your application												

List professional, trade, business or civic activities and offices held.
You may exclude memberships that would reveal age, citizenship status, color, disability, family responsibilities, gender, marital status, matriculation, national origin, personal appearance, political affiliation, race, religion, sexual orientation or any other legally protected status. (continue on separate paper, if required)

Business References

Give name, address and telephone number of three business references and how this person is familiar with your work.

1. _____

2. _____

3. _____

Personal References (Provide Personal References if you have no previous work experience)

Give name, address and telephone number of three personal references who are not related to you and are not previous employers. Indicate how you know each person.

1. _____

2. _____

3. _____

Employment Experience

Please account for any period of time since leaving school (high school or college) that you were **NOT** working:

	From	To	Reason
Month/Year			
Month/Year			
Month/Year			
Month/Year			

Please fill out all information, even if resume is attached. Include all employment from the past 10 years. Start with your present or most recent job. Include military assignments. You may include volunteer activities, but you are not required to include any activities which indicate age, citizenship status, color, disability, family responsibilities, gender, marital status, matriculation, national origin, personal appearance, political affiliation, race, religion, sexual orientation or any other legally protected status.

Current Employer		Dates Employed		Describe Work Performed/Duties
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Position(s)	Supervisor			
Reason for Leaving				
May we contact your current employer now? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, when				

Employer		Dates Employed		Describe Work Performed/Duties
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Position(s)	Supervisor			
Reason for Leaving				

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Reason for Leaving

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		Starting	Final	
Position(s)	Supervisor			

Reason for Leaving

If you need additional space, please continue on back.

Applicant's Certification

I certify that the information provided in this application as well as in any interview or resume is complete and accurate to the best of my knowledge. I understand that falsification, misrepresentation or omission of facts in the application will disqualify me from further consideration or, if I am hired, will be sufficient cause for my immediate dismissal. I understand that any employment offer made to me is contingent upon reference checks.

I authorize the International Spy Museum to obtain information about me or, to investigate, in its discretion, my past educational and employment history, references or other types of information provided in this application. I understand I have the right to request from the Museum in writing, the nature and scope of any investigation requested. I also understand that the release of the information disclosed to the Museum is only for the official use of the Museum with respect to my application for employment and no other purposes. I authorize my past employers, all references, the Social Security Administration, law enforcement, investigative and/or government agencies to give all information concerning previous employment as well as any information pertinent to my qualifications for employment at the International Spy Museum. I also authorize the International Spy Museum to obtain a consumer report if appropriate to the position for which I am applying. I release all such persons or organizations from any and all liability or damages on account of having furnished such information.

In the event I am hired by the Museum, I acknowledge and agree that, in consideration of my employment by the Museum, I will resolve any and all claims of unlawful discrimination and/or harassment arising out of or relating to my employment or the cessation of my employment and any and all claims of employment termination without cause after successful completion of the Introduction Period *exclusively* by final and binding *arbitration* before a neutral Arbitrator. Arbitration proceedings shall be administered under the American Arbitration Association's National Rules for the Resolution of Employment Disputes or a similar, recognized provider of arbitration services. Judgment upon the award rendered by the Arbitrator may be entered by any court having jurisdiction thereof. By way of example only, such claims include claims under federal, state and local discrimination statutes, such as the Age Discrimination in Employment Act, Title VII of the Civil Rights Act of 1964, as amended, including the amendments of the Civil Rights Act of 1991, and the Americans with Disabilities Act.

Date: _____ Applicant: _____
(Signature)

Applicant: _____
(Printed)

The International Spy Museum has a vital interest in maintaining a drug-free environment.
Applicants for employment will be required to pass a drug screening test before they can begin work.