



APPLICATION FOR EMPLOYMENT
Alex Haley House Museum and Interpretive Center
200 South Church Street * Henning, TN 38041
Telephone: 731.773.2240 * 731.738.2585

Position for which you are making application

Date available for work _____

Name _____ Social Security Number _____
Last First Middle

Present Address _____

City _____ State _____ Zip _____ Phone () _____

Alternate Phone () _____ Emergency Contact Number Information:

Name _____ Phone () _____

If you are not a United State citizen, can you furnish evidence of eligibility for lawful employment in the United States? Yes _____ No _____

EDUCATIONAL BACKGROUND: Account for all time from high school study to the present – include high schools, colleges, universities, and professional schools, placing the most recent on the top line.

From Mo. /Yr	To Mo. /Yr.	Institution Location	Major	Degrees, If Any	Date Granted	Hours Credit	Term Sem. Qtr.

If you are currently engaged in a program of educational or training, what is your present status?

When do you anticipate earning your next certificate or degree?

Work Experience: Provide a complete history of current and previous employment, starting with present and working back. Include, in appropriate sequence, periods of unemployment; identify part-time positions. Attach a supplementary resume (if available) describing the duties and responsibilities of each position listed.

<u>Dates Employed</u> <u>From/To</u>	<u>Name, Address & Phone Number</u> <u>of Employer</u>	<u>Title of Position and</u> <u>Description of Work</u>	<u>Wage/</u> <u>Salary</u>	<u>Name of</u> <u>Supervisor</u>

LICENSES AND CERTIFICATES: List any valid professional, registered or certified credentials.

List honorary and professional societies of which you are an active member. Indicate offices held.

List all honors and awards which you have received.

PROFESSIONAL GOALS: What are your long-range professional goals?

In what way do you expect that the position for which you are applying will contribute to the attainment of these goals?

REFERENCE: List names, addresses and phone numbers of persons whom you have worked or trained under/and or persons whom can attest to your work experiences.

PLEASE ANSWER QUESTIONS 1-2 BY CHECKING THE APPROPRIATE RESPONSE:

1. May inquiry be made of your present employer? Yes ___ No ___
2. Have you been convicted of a misdemeanor* or a felony? Yes ___ No ___

*Do not list information concerning conviction for a misdemeanor that occurred more than five years ago, unless you were imprisoned for that offense.

Pre-Employment Statement

I voluntarily give the Board of Directors for the Alex Haley Museum and Interpretive Center the right to make a thorough investigation of my past employment and activities, including a personal background check. I agree to cooperate in such investigation, and release from liability, any persons, companies, institutions, or corporations supplying such information.

I further understand that any false answers or statements made by me on this application or any supplement thereto, or in connection with the above mentioned investigation, will be sufficient grounds for immediate discharge.

Applicant's Signature _____ Date _____