

# SAN JOSE MUSEUM OF ART

## SAN JOSE MUSEUM OF ART (SJMA) EMPLOYMENT APPLICATION

*[Please type or print legibly.]*

### I. PERSONAL INFORMATION

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City Zip

Phone (Day): \_\_\_\_\_ (Evening): \_\_\_\_\_

Can you, after employment, submit verification of your legal right to work in the United States? Yes  No

### II. EMPLOYMENT DESIRED

Position Applying For: \_\_\_\_\_

### III. EDUCATION AND TRAINING

Name	No. Yrs. Attended	Degree/Subjects Studied
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College

Other

### IV. EMPLOYMENT *(Please begin with most recent employer.)*

1.

Name of Employer	Address	Phone Number
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Job Title

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Description of Duties and Responsibilities

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Dates Employed:

From:

To:

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Name of Supervisor

Title of Supervisor

Reason for Leaving

**If you are currently employed, may we contact your present employer? Yes  No**

2.

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Name of Employer

Address

Phone Number

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Job Title

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Description of Duties and Responsibilities

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Dates Employed:

From:

To:

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Name of Supervisor

Title of Supervisor

Reason for Leaving

3.

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Name of Employer

Address

Phone Number

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Job Title

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Description of Duties and Responsibilities

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Dates Employed:

From:

To:

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Name of Supervisor

Title of Supervisor

Reason for Leaving

4.

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Name of Employer

Address

Phone Number

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Job Title

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Description of Duties and Responsibilities

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Dates Employed:

From:

To:

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Name of Supervisor

Title of Supervisor

Reason for Leaving

5.

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Name of Employer

Address

Phone Number

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Job Title

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Description of Duties and Responsibilities

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Dates Employed:

From:

To:

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Name of Supervisor

Title of Supervisor

Reason for Leaving

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**V. BUSINESS REFERENCES**

1. Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Nature of professional relationship: \_\_\_\_\_

2. Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Nature of professional relationship: \_\_\_\_\_

3. Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Nature of professional relationship: \_\_\_\_\_

**VI. OTHER**

**Have you ever been convicted of a crime?**

*(You may omit minor traffic offenses, any convictions which have been sealed, expunged or statutorily eradicated, convictions more than two years old for marijuana related offenses for personal use, and misdemeanors for which probation was completed and the case judicially dismissed.)*

Yes  No

If yes, please explain:

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**NOTE:** No applicant will be denied employment solely on the grounds of conviction of a crime (unless the position for which the applicant is applying is one that provides school site services as set forth below). The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position will be considered. Applicants with criminal convictions who have been made a conditional offer may, however, be fingerprinted, and the fingerprints submitted to the DOJ for a criminal background check.

Please note that pursuant to California law, ***all employees of the Museum who provide school site services to pupils must be fingerprinted, and such fingerprints will be submitted to the California Department of Justice (DOJ) for a criminal background check. DOJ verification of a cleared criminal background check must be received by the Museum prior to the commencement of such work.***

**VII. AUTHORIZATION**

I hereby certify that the facts contained in this application and attachments are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application and attachments shall be grounds for dismissal.

I authorize investigation of all statements herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you. I understand that pursuant to California law, all employees of the Museum who provide school site services to pupils must be fingerprinted, and that such fingerprints will be submitted to the California Department of Justice for a criminal background check.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any prior notice, with or without cause.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_