



Application for Employment

Ward Museum of Wildfowl Art
Salisbury University
909 South Schumaker Dr
Salisbury MD 21804
www.wardmuseum.org

The Ward Museum is an Equal Opportunity, providing equal employment and educational opportunities to all those qualified without regard to race, color, religion, national origin, sex, age, marital status, disability, or sexual orientation.

Please type or print clearly.			<u>For Office Use Only</u>	
Last Name	First	Middle	Applicant ID:	
Street Address		Apt. #		
City	County	State	Zip	
Evening Phone		Daytime Phone		
Should we contact you at your evening # or daytime #?				
Full-Time <input type="checkbox"/>	Part-Time <input type="checkbox"/>	Date Available: _____	Times Available: _____	
Position Title Applying For:				

Employment History

Begin with your current or most recent position. Complete in detail and explain any lapse for which time is not accounted. Briefly describe your duties and responsibilities. Include all work experience. Do Not Write "see resume or see attached". Be sure to complete both sides of the application including signature and date. Continuation sheets are available should you need additional space to describe your duties.

May we contact your present employer? _____ Your previous employers? _____

Present or most recent position:				
Employer:	Supervisor:		Phone:	
Address:		City/State/Zip:		
Dates Employed From:	To:	Position:	Salary:	
Duties:				
Reason for Leaving:				

Previous Position:				
Employer:	Supervisor:		Phone:	
Address:		City/State/Zip:		
Dates Employed From:	To:	Position:	Salary:	
Duties:				
Reason for Leaving:				

Previous Position:		
Employer:	Supervisor:	Phone:
Address:		City/State/Zip:
Dates Employed From:	To:	Position: Salary:
Duties:		
Reason for Leaving:		

Education	Name of School & Address	Years / Credit Hours Completed	Major or Type of Program	Did you graduate? Y/N If Yes, Type of Degree or Certificate Awarded
High School				
College / University				
College / University				
Vocational or Business School				

List any professional license(s) or certification(s) you hold:	
Title:	State:
Registration #:	Date Issued: Date Expired:
Special Skills (separate from certification information): Data entry/computer/laboratory equipment operated, software, foreign language fluency, etc.	

Have you ever worked for Ward Museum? Y / N If yes, dates employed, position(s) held, & supervisor's name:
Have you ever been convicted in court other than a misdemeanor or minor traffic violation? Y / N (A conviction will not necessarily bar you from employment. Each case will be judged individually) If yes, please explain:
Did you serve in the military? Y / N (If yes, list dates, branch, and type of discharge)
If you are not a U.S. Citizen, please indicate your Visa class and number:
Are you at least 18 years of age? Y / N

You must be legally authorized to work in the United States under the United States Immigration Reform and Control Act of 1986.

If selected for a position, you will be required to authorize Ward Museum to obtain information on your background as it relates to any criminal history.

“UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND ANY APPLICANT FOR EMPLOYMENT OR PROSPECTIVE EMPLOYMENT OR ANY EMPLOYEE TO SUBMIT TO OR TAKE A POLYGRAPH, LIE DETECTOR OR SIMILAR TEST OR EXAMINATION AS A CONDITION OF EMPLOYMENT OR CONTINUE EMPLOYMENT. ANY EMPLOYER WHO VIOLATES THIS PROVISION IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT TO EXCEED \$100.”

I certify that the information provided in this application contains no willful misrepresentation or falsification and that this information given by me is true and complete to the best of my knowledge and belief. I am aware that should investigation at any time disclose my misrepresentation or falsification, my application will be disapproved and I will not be certified for employment in any position at Ward Museum. I am aware that a false statement is punishable under law by fine or imprisonment or both.

Signature of Applicant _____ **Date** _____
(If submitting electronically, please type your initials in lieu of your signature)