



ADENA MANSION AND GARDENS SOCIETY

EMPLOYMENT APPLICATION

Personal Information

First Name: _____ Last Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Phone: () _____ Email Address: _____

Social Security Number or Driver's License Number: _____

If hired, can you provide proof that you are legally able to work in the United States? Yes ___ No ___

How were you referred? Advertisement ___ Referral ___ Walk-In ___ Other ___

Have you ever been convicted of a criminal offense (felony or misdemeanor)? *Note: An affirmative answer will not necessarily result in disqualification for employment:* Yes ___ No ___

If yes, please state nature of offense(s), date(s), city, state and disposition of the offense: _____

List any relatives or friends employed by Adena Mansion and Gardens Society: _____

Position Desired: _____ Salary Desired: _____

Are you over age 18? Yes ___ No ___ Can you provide a work permit if needed? Yes ___ No ___

When are you available to begin work? _____

Are you able to perform the essential functions of the job for which you are applying?

Note: We comply with the Americans with Disabilities Act and will consider reasonable accommodation measures that may be necessary for eligible applicants to perform essential functions: Yes ___ No ___



Skills

Are you able to operate a personal computer? Yes ___ No ___

If yes, what types of computer software do you have proficiency in? _____

List any other office machines you can operate: _____

What knowledge, special skills and/or individual capabilities do you have which especially prepare you for the position applied for? _____

Education

High School or Trade School

Name & City of School: _____

Number of Years Completed: _____ Did you graduate? Yes ___ No ___

Degree(s) or Diploma(s): _____

Major Field(s) of Study: _____

College or University

Name & City of School: _____

Number of Years Completed: _____ Did you graduate? Yes ___ No ___

Degree(s) or Diploma(s): _____

Major Field(s) of Study: _____



Employment History

Please account for all employment within the last seven (7) years, beginning with your current or more recent employer.

1. Position Held: _____ Salary: _____
Company Name: _____
Company Address: _____
Company Telephone Number: (____) _____ Supervisor: _____
Dates Employed: From: _____ To: _____
Specific Job Duties: _____
Reason for Leaving: _____

2. Position Held: _____ Salary: _____
Company Name: _____
Company Address: _____
Company Telephone Number: (____) _____ Supervisor: _____
Dates Employed: From: _____ To: _____
Specific Job Duties: _____
Reason for Leaving: _____

3. Position Held: _____ Salary: _____
Company Name: _____
Company Address: _____
Company Telephone Number: (____) _____ Supervisor: _____
Dates Employed: From: _____ To: _____
Specific Job Duties: _____
Reason for Leaving: _____

Military Service

Have you obtained any special skills or abilities as the result of Military service? Yes ___ No ___

If yes, please describe: _____



Professional References

Please list (3) professional persons NOT related to you who have known you for at least five (5) years.

1. Name of Reference: _____
Address: _____
City: _____ State: _____ Zip Code: _____
How do you know reference? _____

2. Name of Reference: _____
Address: _____
City: _____ State: _____ Zip Code: _____
How do you know reference? _____

3. Name of Reference: _____
Address: _____
City: _____ State: _____ Zip Code: _____
How do you know reference? _____

APPLICANT'S STATEMENT

The information that I have provided on this application is accurate to the best of my knowledge and may be verified by Adena Mansion and Gardens Society or its agents. I authorize all the schools, persons and organizations named in this application to provide any relevant information in their possession or knowledge to the agents of Adena Mansion and Gardens Society, for use in deciding whether or not to offer me employment and specifically waive any required written notification. I hereby release Adena Mansion and Gardens Society, my former employers and all other persons from any and all claims, demands, or liabilities arising out of or in any way related to such inquiry or disclosure. I understand and agree that any misrepresentation or omission of facts in this application will be justification for refusal or termination of employment, regardless of the time elapsed before discovery. I understand and agree that the employment for which I am applying for is at-will and such employment may be terminated at any time with or without cause, without prior notice, by either myself or Adena Mansion and Gardens Society. There will be no agreement, express or implied between Adena Mansion and Gardens Society and me for any specific period of employment, nor for continuing or long term employment, unless made in writing, signed by an authorized representative of Adena Mansion and Gardens Society. I have placed my signature in the space provided below only after I have completed the entire application to the best of my ability and have carefully read the statements above.

X

Applicant Signature

Date