



THE CLEVELAND MUSEUM OF ART

Attn: Human Resources
11150 East Boulevard
Cleveland, Ohio 44106-1797

Tel 216-421-7340
Fax 216-421-0277
TDD 216-421-0018

resume@clevelandart.org
www.clevelandart.org

Application for Employment

The Cleveland Museum of Art is an equal opportunity employer. Federal and state laws prohibit discrimination because of age, sex, color, race, religion, national origin, or disability.

Date

Personal

Please complete the application accurately and completely.

Name _____

Address _____ City _____ State/Zip _____ Home phone _____ Business phone _____

e-mail _____ Mobile phone _____

The best way to reach me is by e-mail cell phone home phone

Job-Related Data

Job preferred _____ Second choice _____ Date available _____

Full-time Part-time Part-time hours _____ Are you over 18 years of age? Yes No If no, list your age _____

Are you legally eligible for employment in the United States? Yes No If no, explain _____

Are you able to perform all the essential duties of the job for which you are applying? Yes No

Have you been convicted of any crime other than minor traffic offenses? Yes No
If yes, explain: When _____ Where _____ Charge _____

Note: Failure to complete this section will result in no consideration for employment, and/or discharge if employed. However, an affirmative answer will not necessarily disqualify you from consideration.

Name and relationship of any relatives working here _____

Have you been previously employed by this museum? Yes No

Have you been employed by another museum? Yes No

If yes, explain

If yes, explain

Education

Graduate school

Major subjects/course of study

Years completed

Location

Did you graduate?

Yes No

Degree, diploma, or certificate

College

Major subjects/course of study

Years completed

Location

Did you graduate?

Yes No

Degree, diploma, or certificate

Business/Trade/Technical

Major subjects/course of study

Years completed

Location

Did you graduate?

Yes No

Degree, diploma, or certificate

High school

Major subjects/course of study

Years completed

Location

Did you graduate?

Yes No

Degree, diploma, or certificate

Additional Educational Experience

Institution

Major subjects/course of study

Years completed

Location

Did you graduate?

Yes No

Degree, diploma, or certificate

Employment

Using term "see resumé" is not acceptable. Please complete in entirety.

Please list employers starting with present or most recent job.

1.

Company name

Address

Name of supervisor

List your job title and describe duties

Telephone

Employed from

to (month/year)

Final pay

Reason for leaving

2.

Company name

Address

Name of supervisor

List your job title and describe duties

Telephone

Employed from

to (month/year)

Final pay

Reason for leaving

3.

Company name

Address

Name of supervisor

List your job title and describe duties

Telephone

Employed from

to (month/year)

Final pay

Reason for leaving

Special Skills

Computer skills

Office equipment skills

Foreign-language skills

List any other skills or experience relevant to job**United States Military Service**

Branch	From	To (month/year)	Rank at discharge	Specialty area or training
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Principal assignments and duties**References** Please provide three references other than previous employers or relatives.

1.	<hr/> Name	<hr/> Business	<hr/> Telephone (daytime or business)	<hr/> Years known
	<hr/> Address			

2.	<hr/> Name	<hr/> Business	<hr/> Telephone (daytime or business)	<hr/> Years known
	<hr/> Address			

3.	<hr/> Name	<hr/> Business	<hr/> Telephone (daytime or business)	<hr/> Years known
	<hr/> Address			

Additional Information For applicant's use (do not include medical information here)**Statement and Signature****Note:** Incomplete applications may be rejected.

I declare and agree as follows: that the information provided by me in this application is true and complete. The Museum may investigate any statements made in this record. Any offer of employment is contingent on a security check that may include verification of employment, background, credit and motor vehicle records depending on the job for which I am applying. Any misrepresentation or omission of facts in this application is cause for dismissal. I may be fingerprinted by Museum officials and asked to sign an affidavit permitting the Museum to obtain any police and all other law enforcement agencies' records of convictions, prosecutions, or any other theft-related information. (This is not an intentional search for a record of arrests or traffic offenses.) Nothing in this application or in any other printed material regarding employment practices is to be considered as a guarantee of employment for a particular period of time nor a legal limitation on the right of the Museum or the employee to terminate employment at any time and for any reason. Employment is at will. Employment at the Museum is contingent upon employment eligibility under United States Immigration regulations and subject to other laws such as the Federal Drug-Free Workplace Act.

I am sending a resumé to resume@clevelandart.org in a separate e-mail message.

Signature

Date

Interview

CMA management staff use only

Interviewed by	Date	Summary-Comments	Recommendation
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Application

CMA management staff use only

Received manually Date _____

Received electronically Date _____

Resumé attached? Y N

Notes
