

## Roseau County Historical Society

121 Center St. E, Suite 101 Roseau Minnesota 56751 Phone 218.463.1918 Fax 218.463.1252 E-mail: rchsroseau@mncable.net

Personal Information		Date
Name (last, first, middle)		Social Security #
Street address		
City State Zip code		
Home telephone Bu	isiness telephone	Period of residence
Position applying for		□ Full time □ Part time
Date available		
How did you find out about this job opening?		
Are you legally eligible for U.S. employment?	□ No □ Yes	
Date and year you applied with us before, if ap	plicable	
Have you ever worked for the Roseau County	Historical Society before?	□ No □ Yes
(Please list under what name and Social Secur	ity number and what job title)	
Can you perform the essential functions of the	job for which you are applying with	or without reasonable accommodations?
How were you referred to the Roseau County H	Historical Society?	
☐ Advertisement: Give name of publication	ation:	
☐ Bulletin: Location where posted:		
☐ Other Please explain:		
Are you legally authorized to work in the United	d State? YES / NO Are you belo	w the age of 18? YES / NO

Have you, since 18, been convicted of a misdemeanor or felony, other than minor traffic violations? YES / NO (You re not obligated to disclose sealed or expunged records of convictions or arrests. Note: a conviction record will not necessarily exclude you from employment. All factors such as age and time of offense, seriousness and nature of the violation, and rehabilitation are taken into account).

## AN EQUAL OPPORTUNITY EMPLOYER

Education	Name and location	Name and location	Graduate	Diploma
Post Graduate				
College University				
Business, Trade, or Technical School				
High School				
	completed: 1 2 3 4 5 6 7 8 knowledge, experience, c			

Please give us your complete employment history. Use back of record or add additional sheets as needed.

**Employment History** 

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Company name Telephone ( )				
Street address				
City	State	Zip code		
Employed from month/year		Employed to month/year		
Name of supervisor				
Reason for leaving				
Job title				
Description of work				
Street address				
City	State	Zip code		
Employed from month/year		Employed to month/year		
Name of supervisor				
Reason for leaving				
Job title				
Description of work				
	Company name Telephone ( )  Street address  City  Employed from month/year  Name of supervisor  Reason for leaving  Job title  Description of work   Company name Telephone ( )  Street address  City  Employed from month/year  Name of supervisor  Reason for leaving  Job title	Company name Telephone ( )  Street address  City State  Employed from month/year  Name of supervisor  Reason for leaving  Job title  Description of work  Company name Telephone ( )  Street address  City State  Employed from month/year  Name of supervisor  Reason for leaving  Job title		

3	Company name Telephone ( )					
	Street address					
	City	State		Zip code		
	Employed from month/year		Employed to month/yea	ar		
	Name of supervisor					
	Reason for leaving					
	Job title					
	Description of work					
4	Company name Telephone ( )					
	Street address					
	City	State		Zip code		
	Employed from month/year		Employed to month/yea	r		
	Name of supervisor					
	Reason for leaving					
	Job title					
	Description of work					

Empl	oyment/Professio	nal References			
1.	Name		Telephone (	)	
	Company name		Position		
	Street address				
	City	State		Zip code	
2.	Name		Telephone (	)	
	Company name		Position		
	Street address				
	City	State		Zip code	
3.	Name		Telephone (	)	
	Company name		Position		
	Street address				
	City	State		Zip code	

Volunteer community, charitable, and/or other nonpaid experience Organization Telephone ( Street address City State Zip code Supervisor From month/year To month/year Description of duties: Organization Telephone ( Street address City State Zip code Supervisor From month/year To month/year Description of duties: Organization Telephone ( Street address Citv State Zip code Supervisor From month/year To month/year Description of duties: Name (last, first, middle) Have you ever been convicted of or pleaded guilty or no contest to a Roseau County Historical Society will crime? request the Minnesota Bureau of Criminal Apprehension to release all □ No □ Yes information and data about you If yes, date of conviction or plea authorized under the Minnesota State and county Government Data Practices Act. Describe circumstances Minnesota Statutes Chapter 13, for the purpose of your prospective employment at the Roseau County Historical Society. The museum reserves the right to check criminal background information sources in other states. Has bond or security clearance ever been denied, qualified, and/or Please disclose all of the convictions cancelled? or pleas that have been requested, □ No □ Yes even if the conviction or plea has been If yes, describe circumstances discharged, expunged, or otherwise removed from your record. **Convictions and** pleas are not an automatic bar. We will consider relevant factors such as

the recency, seriousness, and nature of the violation, as well as evidence of

rehabilitation.

I understand that this employment application and any other Historical Society documents are not contracts of employment, and that any individual who is hired may voluntarily leave employment, and may be terminated by the Historical Society at any time. I understand that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon my any prospective or existing employee.

I hereby authorize the Historical Society to make all reasonable inquiries of current and previous employers and other sources to determine my fitness for hire.

The information provided by me in this application is true and complete to the best of my knowledge. I understand that if I

am employed, any false statements will be considered as cause for possible dismissal.  SIGNATURE DATE
SIGNATURE Thank you for completing this form and for your interest in the Roseau County Historical Society. All qualified applicants will be considered for employment without regard to race, color, age, sex, religion, national origin, ethnic identity, disability, marital status, or veteran status.