



**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

Application for Employment

Personal Information		Date
Name (last, first, middle)		Social Security #
Street address		
City State Zip code		
Home telephone	Business telephone	Period of residence
Position applying for		<input type="checkbox"/> Full time <input type="checkbox"/> Part time
Date available		
How did you find out about this job opening?		
Are you legally eligible for U.S. employment? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Date and year you applied with us before, if applicable		
Have you ever worked for the Roseau County Historical Society before?		<input type="checkbox"/> No <input type="checkbox"/> Yes
(Please list under what name and Social Security 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 Historical Society?		
<input type="checkbox"/> Advertisement: Give name of publication: _____		
<input type="checkbox"/> Bulletin: Location where posted: _____		
<input type="checkbox"/> Other Please explain: _____		
Are you legally authorized to work in the United State? YES / NO Are you below 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				
Circle number of years completed: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 16+ List any additional skills, knowledge, experience, or other relevant qualifications:				

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

Employment History

1	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
2	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

3	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
4	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

Employment/Professional 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

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 by 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.
