

# Employment Application

 **Kid Time**  
children's museum  
is becoming



**The Children's Museum**  
OF SOUTHERN OREGON

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Adult (18 or over)



Youth (13-17)

Today's Date \_\_\_\_\_

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**Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Do you prefer to be contacted via Phone ☐ Text ☐ or Email ☐

Date of Birth \_\_\_\_\_

If you are under 18:

Parent/Guardian \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## What aspects of our organization are you interested in?

☐ Kid Time Children's Museum ☐ Learning Loft Preschool ☐ Office Support ☐ Special Events

☐ Other please explain \_\_\_\_\_

What makes you interested in working with children?

\_\_\_\_\_  
\_\_\_\_\_

What times are you available to work?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

Are you (or anyone in your family) a member of Kid Time? \_\_\_\_\_

Name \_\_\_\_\_

## Emergency Contact

Name \_\_\_\_\_ Name \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Email \_\_\_\_\_

Relationship \_\_\_\_\_ Relationship \_\_\_\_\_

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This section helps us know more about the experiences you may be able to share with Kid Time Children's Museum and the Ivy School and provides us with valuable statistical information about our team.

Are there any special talents or skills you'd like to share with Kid Time? This could include languages, carpentry, music, painting,etc.

Are there any health concerns, allergies, or accommodations that we should be aware of?

Highest Level of Education

☐ Middle School

☐ High School

☐ College

☐ Graduate School

Major area of Study

Employment Experience

Current Employer

Dates of Employment

Supervisor

Address

Phone

Email

May we ask your employer for a reference?

If not employed, please state reason:

☐ Looking for first job

☐ Full Time Student

☐ Full Time Caregiver

☐ Other please explain

Previous Employer

Dates of Employment

Supervisor

Address

Phone

Email

May we ask your previous employer for a reference?

Please describe any past volunteer experiences:

References:

Name \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Relationship to you \_\_\_\_\_

Name \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Relationship to you \_\_\_\_\_

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As a representative of the Kid Time Children's Museum organization, I will conduct myself in an open, friendly and professional manner. I agree to abide by the policies and procedures set forth by Kid Time Children's Museum and The Ivy School Preschool.

I understand and agree that my position at Kid Time Children's Museum and/or The Ivy School may be dependent upon the successful completion of a criminal background check. No applicant will be denied a position solely on the grounds of a conviction of a crime. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position will be considered.

My signature below certifies that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that the information provided is subject to verification and that falsifying information on this application may disqualify me from consideration or result in my application being denied.

Applicant Name

Signature

Date

Staff Use

Date  
Received: \_\_\_\_\_  
Initials: \_\_\_\_\_