



Lake Erie Nature & Science Center
 28728 Wolf Road
 Bay Village, OH 44140

Discover the Universe in your Backyard!

APPLICATION FOR EMPLOYMENT

IMPORTANT: Read Terms of Employment carefully. Print or type answers to every question. All information on this application will be treated confidentially. FEDERAL AND STATE LAWS PROHIBIT DISCRIMINATION FOR VARIOUS REASONS, INCLUDING RACE, COLOR, RELIGION, CREED, NATIONAL ORIGIN, AGE, SEX, OR DISABILITY.

PERSONAL DATA

First Name _____ Middle Initial _____ Last Name _____ Date _____

Present Address (Street and Number) _____ Telephone () _____

City, State, and Zip Code _____ For How Long? _____

Previous Address (Street and Number) _____ Telephone () _____

City, State, and Zip Code _____ For How Long? _____

Please provide addresses for the last five years – use back of application if necessary.

IN CASE OF EMERGENCY PLEASE NOTIFY: Name: _____

Address: _____ Telephone () _____

HAVE YOU EVER BEEN CHARGED WITH OR CONVICTED OF VIOLATING ANY LAW (EXCEPT MINOR TRAFFIC VIOLATIONS)?
 Yes _____ No _____
 If yes, please attach summary of details. Disclosure of a criminal record does not automatically disqualify you from employment consideration. Your case will be reviewed on an individual basis.

Do you have a driver's license? Yes _____ No _____ State _____ Expiration Date _____

EDUCATION

Schools Attended	Name and Address of School	From month/year	To month/year	Graduated (Yes or No)	Degree or Type of Diploma	Major Course of Study
High School						
College or University						
Business or Technical						

List any scholarships, academic honors, awards, or special achievements:

WORK INTEREST

Position Applied For	Minimum Salary Requested	Type of Employment Desired <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	Earliest Available Date:
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Do you have the legal right to work in the United States? Yes ____ No ____

Have you ever filed an application with Lake Erie Nature & Science Center before? Yes ____ No ____ When? _____ Have you ever been interviewed by Lake Erie Nature & Science Center before? Yes ____ No ____ When? _____
Are you willing to work rotating shifts, including nights and weekends? _____
Briefly state the reasons you are interested in employment with Lake Erie Nature & Science Center:
List relatives and acquaintances employed by Lake Erie Nature & Science Center:

EMPLOYMENT HISTORY

List all previous work experience and periods of unemployment. Begin with your present position and work back to your first position. Attach resume, if necessary. If there were periods of more than one month where you were self-employed or unemployed, list name and address of person(s) who can verify your activities during this period(s).

From month/year	To month/year	Employer, Address, and Telephone Number	Salary	Job Title/Description of Work Performed	Reason for Leaving

CURRENT/LAST EMPLOYMENT

Are you currently employed?
May we contact your present employer?
Why are you seeking a new position?

MILITARY SERVICE

Branch	Grade or Rank	Nature of duty or training	Induction Date	Separation Date
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Present Service Classification	Type of Discharge or Separation
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PERSONAL REFERENCES

Please provide the names, addresses, and phone numbers of three references (not including relatives):

Name	Address	Telephone Number	How long have you known this individual?	Relationship to Individual

TERMS OF EMPLOYMENT

I, the undersigned, state that all information given by me in this application is true to the best of my knowledge. I authorize Lake Erie Nature & Science Center (LENSC) to verify such information and to contact any reference given by me. Should I be employed by LENS, I agree that:

- My employment shall be in accordance with the terms of this application and LENS rules and regulations, which may be modified at any time by LENS.
- I understand that my employment may be terminated or I may resign at any time, with or without notice, with or without cause, LENS's only obligation being to pay me wages or salary earned by me to date of termination. I further acknowledge and agree that the period of my employment is indefinite and that no documents of LENS shall constitute a contract of employment. The policy set forth in this paragraph may be modified only by written agreement signed by me and by an officer of LENS.
- I agree that employment may be contingent upon meeting all placement considerations, including medical ones.
- All right, title, and interest, including, without limitation, all copyrights and patents, in and to any material produced or inventions developed by me which affect or relate to LENS's business or affect or relate to LENS's industry shall vest in LENS and I shall have no personal right, title, or interest whatsoever therein.
- LENS, and any person or concern it may authorize, shall be entitled, without further consent, to copyright, sell, or use in any manner, any picture or photograph of me.
- LENS shall have the right at any time after the termination of my employment to furnish to others information concerning my employment record, work habits, and work performance with LENS, including the information contained in this application, or copies of any information which is maintained in my personnel file. I specifically release LENS, its officers, directors, agents, and employees from any and all liability regarding the release of any information described in this paragraph.

- I agree not to disclose any of LENS C's confidential or restricted information and not to make use of such trade secrets or confidential or restricted information in any fashion during employment or after my employment with LENS C is terminated.
- I understand that my employment is contingent upon the completion of a background (fingerprinting) check.
- I authorize LENS C to investigate all statements contained in this application and hereby release employers, former employers and LENS C from any and all liability on account of furnishing such information to LENS C.

FALSIFICATION, MISREPRESENTATION, OR OMISSION OF INFORMATION ON THIS, OR ON ANY OTHER EMPLOYMENT FORM, SHALL BE GROUNDS FOR IMMEDIATE TERMINATION, REGARDLESS OF WHEN SUCH FALSIFICATION, MISREPRESENTATION, OR OMISSION IS DISCOVERED.

Signature of Applicant

Date

WE APPRECIATE YOUR INTEREST IN LAKE ERIE NATURE & SCIENCE CENTER AND THE TIME YOU HAVE TAKEN TO PREPARE THIS APPLICATION. YOU WILL BE CONTACTED ONLY IF YOUR QUALIFICATIONS MEET THE REQUIREMENTS OF THE POSITION.

Internal Use Only:

Date of Interview: _____

Date of Offer: _____

Start Date: _____

Department: _____

Wage Rate: _____