



EMPLOYMENT APPLICATION

Date Received _____

Name of BMA Employee Receiving Application

The Baltimore Museum of Art is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, religion, sex, age, marital status, national origin, or physical, or mental handicap or sexual orientation. We are a drug free workplace. Employment is contingent upon passing a security clearance and drug test.

Name:

_____ Last Name

_____ First Name

_____ Middle Name

Address:

_____ Number & Street

_____ Apt.

_____ City

_____ State

_____ Zip

Telephone Numbers: Home _____ Cell _____

Email Address: _____

If you are not a citizen of the United States, do you have work papers? Circle Yes or No

Position applied for: _____ Full time: _____
Part time: _____

Salary Expected: \$ _____ **Date Available** _____

■ Have you ever worked for **The Baltimore Museum of Art** before? Yes _____ No _____
If yes, list dates, department, and titles:

■ Have you previously applied for employment with **The Baltimore Museum of Art**?

Yes _____ Date _____ No _____

■ Do you have any relatives currently working at **The Baltimore Museum of Art**?
Yes _____ No _____ If yes, name _____



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Education

Name and Location of School	Circle Last Year Completed	Did You Graduate?	Major Course Degree Received
High School _____ _____	1 2 3 4		
College _____ _____	1 2 3 4		
Trade/ Business _____ _____	1 2 3 4		
Other _____ _____	1 2 3 4		

- List any special experiences, qualifications or skills you have that you believe would help you do the job applied for:

- List any special licenses or certifications you have that you believe would help you do the job applied for: (List Licensing Authority, License Number, and Date of License for each):

- List any experience you have in operating business or industrial equipment that you believe would be useful in the job applied for:



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Employment History-past 10 years starting from most recent position

Please fill in the information below for your current and previous employers for the past 10 years, beginning with the most recent. If more space is needed, complete your employment history on the back of this page. Please give reasons for any gaps in employment. You may also attach your resume, in addition to completing the information below.

Candidate's Employment History-Past 10 Years					
Employer's name, address, and phone number	Dates worked from/to	Title	Pay Hourly or Annual	Were you discharged from employment? If so, include why.	Reason for leaving position



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Have you ever been convicted of a crime or received a verdict of anything other than not guilty, in any criminal investigation or proceeding? Yes _____ No _____

If yes, describe when the proceeding occurred, including the facts and circumstances, and any facts pertaining to rehabilitation:

Please do not list any criminal charges for which the records have been expunged. A criminal offense will not necessarily bar employment. Factors such as passage of time since the offense, the nature of the violation and the extent of rehabilitation will be taken into account in determining the job-relatedness of the offense.

Please add any information pertaining to your qualifications for the job you are applying for:

Thank you for applying for a position with The Baltimore Museum of Art. Should your qualifications and skills match our needs we will contact you to set up an interview. No phone calls please. Feel free to submit an application electronically and to check our job postings on our employment website: www.artbma.org

Candidate's Signature

Date

If someone has assisted you in filling out this application, please list the name(s) of the Individual(s) who assisted you.

Under Maryland Law, an employer may not require or demand any applicant for employment or prospective employment or any employee to submit to or take a polygraph, lie detector or similar test or examination as a condition of employment or continued employment. Any employer who violates this provision is guilty of a misdemeanor and subject to a fine not to exceed \$100.00.

Candidate's Signature

Date



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If I am offered a position at The Baltimore Museum of Art, I hereby authorize **The Baltimore Museum of Art** to seek from all my previous employers, and further authorize all my previous employers to release to **The Baltimore Museum of Art**, any and all information pertaining to my employment history, including but not limited to information pertaining to the nature of my job and my job duties, how I performed those duties, my salary history and my attendance record.

Candidate's Signature

Date

INFORMATION FOR APPLICANT (Please read carefully before signing)

- 1.0 This application is valid for only 90 days. If you have not been employed within 90 days of your application, you must reapply in writing in order to receive further consideration.
- 2.0 By my signature below, I agree to the following in the case that I receive an offer of employment:
 - 2.1 I consent to take a pre-placement health evaluation, which includes a drug test, at Museum expense. This evaluation is conducted at a facility designated by the Museum. I understand that employment is conditional upon passing the health evaluation.
 - 2.2 I consent to submit to fingerprinting and to allow the Museum to seek from any and all law enforcement agencies, any information concerning me and to release such information maintained by that agency, including, but not limited to, the results of and reports concerning any investigations, any and all documentation, test results, or information of any type obtained from any source during the course of such investigations, other than records relating solely to charges that have been expunged.
 - 2.3 I understand that any false answers or statements or misleading omissions made by me on this application or in connection with the processing of my application or in responding to this request for information, including, but not limited to, false answers, or statements or misleading omissions made during interviews or any physical examination, can be sufficient grounds for my rejection as a candidate for employment or for immediate discharge.
 - 2.4 I understand that there will be an initial 180 days of employment, subject to extension at the Museum's discretion, during which I will be considered to be in a provisional or probationary status. Following that probationary status, I will be considered a regular employee and will be employed for a period of indefinite duration. I understand that this does not constitute a contract of employment.
- 3.0 By my signature below, I certify that I have personally read and understood this application.

Candidate's Signature

Date