

Employment Application

The National Trust for Historic Preservation an equal opportunity organization and does not discriminate on the basis of race, color, religion, national origin, sex, age, sexual orientation, veteran status, or disability. The National Trust for Historic Preservation actively seeks opportunities to include members of these groups in its programs and activities.

Date: _____

Last Name _____ First Name _____ Middle Initial _____

Address _____ Home Telephone # _____
 _____ Work Telephone # _____

Position applying for? _____ Salary required? _____

What date would you be available for work? _____

Where did you hear about this position? Newspaper Forum Online
 National Trust for Historic Preservation Member National Trust for Historic Preservation Employee
 Acquaintance Employment Web Site (please list name) _____
 Other _____

List any experiences, skills or qualifications you believe qualify you for the position for which you have applied for?

Have you ever been employed by the National Trust for Historic Preservation? Yes No
 If yes, when? _____

Have you been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses?
 Yes No
 If yes, describe in full _____

Education

School	Name	Years Completed	Degree	Major
High School		1 2 3 4		
College		1 2 3 4		
Graduate School		1 2 3 4		

Employment History

List most recent position first:

Company Name	Address	Job Title	Salary	Date of Employment
			Start:	From:
			End:	To:
Supervisor:	May we contact him/her? Yes <input type="checkbox"/> No <input type="checkbox"/>	Telephone:	Reason for leaving:	

Company Name	Address	Job Title	Salary	Date of Employment
			Start:	From:
			End:	To:
Supervisor:	May we contact him/her? Yes <input type="checkbox"/> No <input type="checkbox"/>	Telephone:	Reason for leaving:	

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Supervisor:	May we contact him/her? Yes <input type="checkbox"/> No <input type="checkbox"/>	Telephone:	Reason for leaving:	

Please list three professional references:

Name	Title	Relationship	Telephone Number

I certify that the information I have given in this application is correct to the best of my knowledge and understand that any false or misleading answers or any omissions of facts will be grounds to disqualify me from consideration for employment or for dismissal from employment. If hired I agree to conform to the Personnel Guide and other pertinent policies of the National Trust and understand that any such employment would be on an at will basis and that no contract right of employment would thereby be created between myself and the National Trust. If hired, I also understand and agree that my employment may be terminated at any time with or without cause, and with or without notice, at the option of the National Trust or myself. I further understand that no officer or employee of the National Trust has the authority to make an offer of employment on other than an "at will" basis (i.e. has no authority to hire any employee for a set period of time) unless authorized in writing by the President of the National Trust.

By placing my signature below, I certify and acknowledge that I have read the above and agree to it.

Signature

Date

Applicant Data Sheet

**NATIONAL
TRUST
FOR
HISTORIC
PRESERVATION***

The National Trust for Historic Preservation does not discriminate against any employee or applicant because of race, color, religion, national origin, sex, age, sexual orientation, veteran status, or disability. To help comply with EEO laws, reporting and record keeping requirements, please provide us with the following information. Your responses are voluntary. Not providing this information will have no effect on the hiring process.

Last Name _____ First Name _____ Middle Initial _____

Home Telephone # _____ Work Telephone # _____

Social Security # _____

Position you are applying for? (give specific title)

This information will be treated with confidentiality.

Please complete the following:

Gender:

Male Female

Check all that apply:

- Handicapped
- A disabled Veteran
- A Vietnam Era Veteran

Race/Ethnic Identification:

- American Indian/Alaskan Native
- African American
- Asian/Pacific Islander
- Caucasian
- Hispanic
- Other