



HARRIET  
BEECHER  
**STOWE**  
CENTER

*Her words changed the world.*

## APPLICATION FOR EMPLOYMENT

**Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Harriet Beecher Stowe Center. We are an equal opportunity employer.**

Please Print

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Street Address \_\_\_\_\_ Fax Number \_\_\_\_\_

City/State/Zip \_\_\_\_\_

E-mail: \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Cellular/Other Number (optional) \_\_\_\_\_

If, necessary, the best time to call you is \_\_\_\_:\_\_\_\_ AM/PM \_\_ Home \_\_ Cellular

Applying for What Position: \_\_\_\_\_ Resume Attached  Yes  No

Application Date: \_\_\_\_\_

On what date would you be available for work? \_\_\_\_\_

How were you referred to the Harriet Beecher Stowe Center? \_\_\_\_\_

Have you submitted an application here prior?  Yes  No

If Yes, please list when and what position(s):

\_\_\_\_\_

Have you been previously employed here?  Yes  No

If Yes, please the dates and position(s):

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Are you legally eligible for employment in the United States? (If yes, proof is required if hired)

Yes  No

Are you able to perform the “essential functions” of the job for which you are applying (with or without reasonable accommodation)? Please note: This question is not designed to elicit information about an applicant’s disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage, to the extent permitted by law.

Yes  No  More information pertaining to the job is required

If they have been explained to you, are you able to meet the attendance requirements of the position for which you are applying?  Yes  No  N/A

Have you entered into an agreement with any former employer or other party (such as a noncompetition agreement) that might, in any way, limit/restrict your ability to work for the Harriet Beecher Stowe Center.  Yes  No

If Yes, please explain: \_\_\_\_\_

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Note: Answering “Yes” to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness, and nature of the violation, rehabilitation, and position applied for will be taken into account. If your record has been erased, please refer to the final page of the application. **Have you ever pleaded “guilty” or “no contest” to, or been convicted of, a crime?**

Yes  No

If Yes, please explain: \_\_\_\_\_

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**Applicants who are applying for a position as a Historic Interpreter must complete the section below. All applicants need to be available one weekend a month.**

**Days and hours available:**

Mon	Tues	Wed	Thurs	Fri	Sat	Sun

**EXPERIENCE (Begin with most recent position):**

<b>Company</b> _____ <b>Position:</b> _____
<b>Company Address</b> _____ <b>Phone:</b> _____
<b>Supervisor:</b> _____ <b>May we contact this individual?</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Dates Employed:</b> _____ <b>Rate of Pay/Salary: Start</b> _____ <b>Final:</b> _____
<b>Duties Included:</b> _____ _____
<b>Reason for Leaving:</b>

<b>Company</b> _____ <b>Position:</b> _____
<b>Company Address</b> _____ <b>Phone:</b> _____
<b>Supervisor:</b> _____ <b>May we contact this individual?</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Dates Employed:</b> _____ <b>Rate of Pay/Salary: Start</b> _____ <b>Final:</b> _____
<b>Duties Included:</b> _____ _____
<b>Reason for Leaving:</b>

<b>Company</b> _____ <b>Position:</b> _____
<b>Company Address</b> _____ <b>Phone:</b> _____
<b>Supervisor:</b> _____ <b>May we contact this individual?</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Dates Employed:</b> _____ <b>Rate of Pay/Salary: Start</b> _____ <b>Final:</b> _____
<b>Duties Included:</b> _____ _____
<b>Reason for Leaving:</b>

Please explain any gaps in your employment history, other than those due to personal illness, injury, or disability.

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Have you ever been fired or asked to resign from a position?  Yes  No

If Yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

**EDUCATION (Begin with most recent):**

<p><b>High School:</b> _____ <b>City/State:</b> _____</p> <p><b>Did you graduate?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>College:</b> _____ <b>City/State:</b> _____</p> <p><b>Degree/Major Concentration:</b> _____ <b>Did you graduate?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress</p> <p><b>Graduate School:</b> _____ <b>City/State:</b> _____</p> <p><b>Degree/Major Concentration:</b> _____ <b>Did you graduate?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress</p> <p><b>Additional Education:</b> _____ <b>City/State:</b> _____</p> <p><b>Focus/Major Concentration:</b> _____ <b>Did you graduate?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress</p> <p><b>Continuing Education:</b> _____</p> <p>_____</p> <p>_____</p>
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Please list any relevant special skills or abilities, such as languages, specific courses taken, past achievements, etc.

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**REFERENCES (Please list three professional references):**

<b>Name:</b> _____	<b>Title:</b> _____
<b>Organization Name:</b> _____	
<b>Address</b> _____	<b>Phone:</b> _____
<b>E-mail:</b> _____	
<b>Years Known:</b> _____	

<b>Name:</b> _____	<b>Title:</b> _____
<b>Organization Name:</b> _____	
<b>Address</b> _____	<b>Phone:</b> _____
<b>E-mail:</b> _____	
<b>Years Known:</b> _____	

<b>Name:</b> _____	<b>Title:</b> _____
<b>Organization Name:</b> _____	
<b>Address</b> _____	<b>Phone:</b> _____
<b>E-mail:</b> _____	
<b>Years Known:</b> _____	

**APPLICANT STATEMENT:**

**I certify that all the information submitted by me on this application is true and complete, and I understand that if any false or misleading information, omissions, or misrepresentations are discovered, my application maybe rejected, and if I am employed, my employment may be terminated at any time.**

**If hired, I agree to conform to the rules and regulations set forth by the Harriet Beecher Stowe Center m and I understand that these rules and/or the employee handbook do not form a contract of employment either express or implied, and I agree that my employment may be changed, with or without cause and with or without notice, at any time by the Harriet Beecher Stowe Center. I understand that no Harriet Beecher Stowe Center representative, other than the Executive Director, and then only when in writing and signed by the Executive Director, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the forgoing.**

**I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all the information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.**

**I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.**

**I also understand that, if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States as required by the federal immigration laws.**

**Persons whose criminal records have been erased:** This applicant is not required to disclose the existence of any arrest, criminal charge, or conviction, the records of which have been erased pursuant to Section 46b-146, 54-76o or 54-142a. Criminal records subject to erasure pursuant to Section 46b-146, 54-76o or 54-142a are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nulled, a criminal charge for which the person has been found not guilty or a conviction for which the person has received an absolute pardon. Any person whose criminal records have been erased pursuant to Section 46b-146, 54-76o or 54-142a shall be deemed to have never been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath.

The Harriet Beecher Stowe Center does not tolerate unlawful discrimination or harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state or local law. No question on this application is used to limit or exclude an applicant from employment consideration on any basis prohibited by applicable federal, state or local law.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_