

# NORTON SIMON ENTITIES\*

## Employment Application

AN EQUAL OPPORTUNITY EMPLOYER: We believe that the mutual goals of our business and the community can best be met through our policy that consideration of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, military and veteran status, sexual orientation, or other protected status, has no place in the selection, training or promotion of employees.

*Please Print*

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip Code

Telephone \_\_\_\_\_  
Home (with area code) Cell (with area code)

\_\_\_\_\_ May we call you at your workplace?  Yes  No  
Business (with area code)

Have you ever been employed or attended school under another name?  Yes  No

If yes, what name? \_\_\_\_\_

How long have you lived at your present address? \_\_\_\_\_

If less than two years, please list your previous address:

Address \_\_\_\_\_  
Street City State Zip Code

Have you previously applied for employment at the Norton Simon Entities?  Yes  No

If yes, when? \_\_\_\_\_

Have you ever been employed by the Norton Simon Entities?  Yes  No

If yes, when? \_\_\_\_\_

Does the Norton Simon Entities currently employ any of your relatives?  Yes  No

If yes, list name: \_\_\_\_\_

\*Norton Simon Entities are comprised of the following: Norton Simon Museum of Art at Pasadena and the Norton Simon Art Foundation. Employment may be with either, or both, of these entities.

## POSITION

Position applying for \_\_\_\_\_

Date available to begin employment \_\_\_\_\_

Earnings expected \$ \_\_\_\_\_

## OTHER

Drivers license number/state \_\_\_\_\_

Have you ever been discharged, asked to resign, or otherwise been involuntarily terminated from any job?

Yes  No If yes, explain \_\_\_\_\_

\_\_\_\_\_

## EDUCATION

*It is against the Age Discrimination in Employment Act of 1967 to discriminate against an applicant for employment on the basis of age.*

High School	City, State		Graduate (yes/no)	Date	# of years completed	
College/University Military or Trade School	City, State	Major	Graduate (yes/no)	Date	# of years attended	Degree/ Certificate

## U.S. MILITARY EXPERIENCE

Military Branch \_\_\_\_\_ Years of Service \_\_\_\_\_ Reserve Status \_\_\_\_\_

Duties, Experience and Ranks Held \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## WORK EXPERIENCE

*Begin with the most recent position; account for all time whether employed or not.*

Company/Organization			
Address			
Telephone			
Supervisor's Name & Title			
Employed	FROM Month	Year	TO Month
Title			
Duties			
Reason for leaving or considering a change			

Company/Organization			
Address			
Telephone			
Supervisor's Name & Title			
Employed	FROM Month	Year	TO Month
Title			
Duties			
Reason for leaving or considering a change			

Company/Organization			
Address			
Telephone			
Supervisor's Name & Title			
Employed	FROM Month	Year	TO Month
Title			
Duties			
Reason for leaving or considering a change			

May we contact the employers listed above?  Yes  No If no, indicate which one(s) you do not wish us to contact: \_\_\_\_\_

\_\_\_\_\_

## SPECIALIZED SKILLS

*Complete if applicable to position*

Office Machines Operated \_\_\_\_\_

Software Knowledge \_\_\_\_\_

Typing Speed \_\_\_\_\_ 10-key by touch?  Yes  No

Foreign language proficiencies: \_\_\_\_\_

What other job qualifications do you possess? \_\_\_\_\_

## REFERENCES

*Please list three business references who know of your work abilities:*

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Name/Title	Company	Business Phone	Home Phone
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Name/Title	Company	Business Phone	Home Phone
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Name/Title	Company	Business Phone	Home Phone
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## DECLARATION

I understand that:

- if hired, employment with the Norton Simon Entities is not for any specified term and may be terminated by the employee or by the Norton Simon Entities at any time for any reason, with or without cause;
- an offer of employment may be contingent up successful completion of the Norton Simon Entities medical examination;
- an offer of employment may be contingent upon the results of a pre-employment criminal background check;
- an offer of employment may be contingent upon the results of a pre-employment drug/alcohol screening exam, and that I will be required to authorize the release of the results of the exam to the Norton Simon Entities;
- proof of my identity and proof of my authorization to work in the United States must be given in accordance with the Immigration Reform and Control Act of 1986 and any amendments thereto;
- in making this application for employment, I will be required to authorize an investigation of my financial and credit record through any investigative or credit agencies or bureaus of your choice; I
- authorize my educational institutions, employers and other individuals to give information concerning me, whether or not it is on their records, and I release them and their companies from any liabilities whatsoever.

I certify that all my statements given on this application are correct, and realize that falsification, misrepresentation, or material omission of information of this or any other personal record may result in the withdrawal of any offer made or in my discharge.

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Signature

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Date