

## SIERRA COUNTY HISTORICAL SOCIETY APPLICATION FOR EMPLOYMENT

Sierra County Historical Society is an "At-Will Employer." This means that either an employee or the Society may terminate the employment relationship at any time, for any reason, with or without cause or notice. Nothing in any document, statement, written or oral, shall limit the right to terminate employment At-Will. No officer, employee or representative of the society is authorized to enter into an agreement-express or implied-with any individual for employment other than At-Will unless those agreements are in a written contract signed by an authorized signatory of the society. Sierra County Historical Society is an equal opportunity employer and affords equal opportunity to all applicants regardless of race, age, gender, disability, sexual orientation, marital status, religion, national origin, veteran status or any other status protected under local, state or federal laws.

GENERAL INFORMATION		
APPLICANT NAME:	(First) _____ (Middle) _____ (Last) _____	
MAILING ADDRESS:		
TELEPHONE NUMBER:	EMAIL ADDRESS:	
POSITION(S) APPLYING FOR:	DESIRED COMPENSATION:	
HOW DID YOU HEAR ABOUT THE POSITION?		

WORK HISTORY	
<b>CURRENT OR MOST RECENT EMPLOYER:</b>	TITLE:
ADDRESS:	PHONE NUMBER:
SUPERVISOR'S NAME & TITLE:	DATES WORKED:
COMPENSATION:	REASON FOR LEAVING:
IF YOU ARE CURRENTLY EMPLOYED, MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>PREVIOUS EMPLOYER:</b>	TITLE:
ADDRESS:	PHONE NUMBER:
SUPERVISOR'S NAME & TITLE:	DATES WORKED:
COMPENSATION:	REASON FOR LEAVING:
<b>PREVIOUS EMPLOYER:</b>	TITLE:
ADDRESS:	PHONE NUMBER:
SUPERVISOR'S NAME & TITLE:	DATES WORKED:
COMPENSATION:	REASON FOR LEAVING:
<b>PREVIOUS EMPLOYER:</b>	TITLE:
ADDRESS:	PHONE NUMBER:
SUPERVISOR'S NAME & TITLE:	DATES WORKED:
COMPENSATION:	REASON FOR LEAVING:

EDUCATION		
HIGH SCHOOL NAME:	Did you graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO	Degree or diploma:
COLLEGE/TRADE SCHOOL:	Did you graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO	Degree or diploma:
COLLEGE/TRADE SCHOOL:	Did you graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO	Degree or diploma:
COLLEGE/TRADE SCHOOL:	Did you graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO	Degree or diploma:

Questions? [info@sierracountyhistory.org](mailto:info@sierracountyhistory.org) Mail application and optional résumé to: Sierra County Historical Society, P O Box 260, Sierra City, CA 96125

**SIERRA COUNTY HISTORICAL SOCIETY  
APPLICATION FOR EMPLOYMENT**

List any other relevant education, training, professional/vocational licenses or certifications:

**PERSONAL INFORMATION**

HAVE YOU EVER BEEN EMPLOYED BY SIERRA COUNTY HISTORICAL SOCIETY IN THE PAST?  YES  NO  
If yes, please list prior positions and dates of employment:

DO YOU HAVE ANY RELATIVES THAT ARE CURRENTLY EMPLOYED BY SIERRA COUNTY HISTORICAL SOCIETY?  YES  NO  
If yes, please provide name(s):

ARE YOU AT LEAST 18 YEARS OLD?  YES  NO  
*(If under 18, hire is subject to verification that you are of minimum legal age)*

HAVE YOU UNDERGONE A NAME CHANGE?  YES  NO  
If yes, please provide previous name(s):

IF HIRED, CAN YOU PROVIDE EVIDENCE OF YOUR U.S. CITIZENSHIP OR PROOF OF YOUR LEGAL RIGHT TO LIVE AND WORK IN THE U.S.?  YES  NO  
*(Proof of U.S. citizenship or immigration status will be required upon employment)*

ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING, EITHER WITH OR WITHOUT REASONABLE ACCOMODATION?  YES  NO  
If no, describe the functions that cannot be performed:

HAVE YOU EVER BEEN CONVICTED OF A CRIME, OTHER THAN MINOR TRAFFIC VIOLATIONS?  YES  NO  
If yes, please list:  
*(Please note that conviction of a crime will not automatically disqualify you from employment.)*

**PLEASE READ CAREFULLY AND INTIAL EACH PARAGRAPH BELOW**

\_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ I hereby authorize Sierra County Historical Society to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_ I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and Sierra County Historical Society. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or Sierra County Historical Society and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and Sierra County Historical Society's designated representative.

\_\_\_\_\_ Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by Sierra County Historical Society, I am entitled to copies of any such public records obtained by Sierra County Historical Society unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above.

<b>APPLICANT'S SIGNATURE:</b>	<b>DATE:</b>
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