



PLEASE COMPLETE THIS FORM IN ITS ENTIRETY, EVEN IF YOU HAVE ATTACHED A RÉSUMÉ.

PERSONAL INFORMATION

Name Date Available

Address

City State ZIP

Home or Cell Phone Email Address

Position applying for

Have you applied for employment here previously? Yes No Date(s):

Position(s):

Have you worked here previously? Yes No Date(s):

Position(s):

Have you volunteered here previously? Yes No Date(s):

Volunteer Capacity:

Are you legally authorized to work in the United States of America? Yes No

Note: If you are hired, you will be required to provide evidence of your identity and authorization to work in the USA.

EDUCATION

List all schools you have attended, starting with high school.

School (Name/Location)	Highest grade level completed	Course taken or degree	Scholastic average
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D



EXPERIENCE

Please give present or most recent position first. Complete this section entirely, even if you have attached a résumé.

1. Company Type of Business
Address Job Title
Employed from (month/year) to (month/year)
Supervisor's Name Supervisor's Title Supervisor's Phone
Beginning Pay per hour, or annual Ending Pay per hour, or annual
Describe your duties:
Was the separation voluntary? Yes No Reason for separation
May we contact this employer? Yes No If No, please give your reasons for not allowing us to do so:

2. Company Type of Business
Address Job Title
Employed from (month/year) to (month/year)
Supervisor's Name Supervisor's Title Supervisor's Phone
Beginning Pay per hour, or annual Ending Pay per hour, or annual
Describe your duties:
Was the separation voluntary? Yes No Reason for separation
May we contact this employer? Yes No If No, please give your reasons for not allowing us to do so:

3. Company Type of Business
Address Job Title
Employed from (month/year) to (month/year)
Supervisor's Name Supervisor's Title Supervisor's Phone
Beginning Pay per hour, or annual Ending Pay per hour, or annual
Describe your duties:
Was the separation voluntary? Yes No Reason for separation
May we contact this employer? Yes No If No, please give your reasons for not allowing us to do so:

4. Company Type of Business

Address Job Title

Employed from (month/year) to (month/year)

Supervisor's Name Supervisor's Title Supervisor's Phone

Beginning Pay per hour, or annual Ending Pay per hour, or annual

Describe your duties:

Was the separation voluntary? Yes No Reason for separation

May we contact this employer? Yes No If No, please give your reasons for not allowing us to do so:

SPECIAL SKILLS AND QUALIFICATIONS

Please summarize specific job-related skills and qualifications acquired from employment and other experiences. Include software programs, typing speed, training, certifications, etc. Please do not provide information that might reveal a protected class status.

GENERAL

Are you known to schools/references by another name or names? Yes No

If Yes, list other name(s):

REFERENCES

Professional references preferred. List personal references only if you have no professional references.

<input type="checkbox"/> Professional Reference	Describe the Nature of Relationship	<input type="text"/>
<input type="checkbox"/> Personal Reference	Name	<input type="text"/>
Position	<input type="text"/>	Years Acquainted <input type="text"/>
Address	<input type="text"/>	Phone <input type="text"/>

Professional references preferred. List personal references only if you have no professional references.

<input type="checkbox"/> Professional Reference	Describe the Nature of Relationship	<input type="text"/>
<input type="checkbox"/> Personal Reference	Name	<input type="text"/>
Position	<input type="text"/>	Years Acquainted <input type="text"/>
Address	<input type="text"/>	Phone <input type="text"/>

Professional references preferred. List personal references only if you have no professional references.

<input type="checkbox"/> Professional Reference	Describe the Nature of Relationship	<input type="text"/>
<input type="checkbox"/> Personal Reference	Name	<input type="text"/>
Position	<input type="text"/>	Years Acquainted <input type="text"/>
Address	<input type="text"/>	Phone <input type="text"/>

EQUAL OPPORTUNITY EMPLOYER STATEMENT

The Minneapolis Institute of Arts is an equal opportunity employer. It is the MIA's policy to hire and promote qualified people and administer all terms and conditions of employment without discrimination due to race, color, creed, religion, ancestry, national origin, gender, sexual orientation, disability, age, marital status, status with regard to public assistance, or other protected-class status.

The Minneapolis Institute of Arts does not discriminate on the basis of disability in admission or access to, or employment in, its programs and activities. If you are in need of a reasonable accommodation to enable you to complete the application process, please contact the Head of Human Resources.

SIGNATURE

I have read the foregoing instructions and questions and to the best of my knowledge, my answers are true and correct. I understand that misrepresentation or omission of facts called for herein will be sufficient cause for cancellation of consideration for employment or for dismissal from the MIA's service if I have been employed. The Minneapolis Institute of Arts retains its right to terminate employees, with or without cause, at any time for any reason not in conflict with applicable law or any collective bargaining agreement. I understand that any offer of employment from the MIA will be conditional on my satisfactorily fulfilling all background check requirements. This may include, but is not limited to, criminal and/or credit background checks. If you have a question regarding which checks are required for the position for which you are applying, contact the Human Resources department.

Date Signature