

Summarize any special training, skills, licenses, and/or certificates that may assist you in performing the position for which you are applying:

EMPLOYMENT HISTORY

Company Name _____ **Street Address** _____

City _____ **State** _____ **Zip Code** _____ **May we contact employer?** **Yes** **No**

Starting Job Title _____ **Final Job Title** _____

Supervisor's Name and Title _____ **Phone** _____

Reason for Leaving _____ **Dates of Employment:** **From (mo/yr)** _____ **To (mo/yr)** _____

Job Duties

Company Name _____ **Street Address** _____

City _____ **State** _____ **Zip Code** _____ **May we contact employer?** **Yes** **No**

Starting Job Title _____ **Final Job Title** _____

Supervisor's Name and Title _____ **Phone** _____

Reason for Leaving _____ **Dates of Employment:** **From (mo/yr)** _____ **To (mo/yr)** _____

Job Duties

Company Name _____ **Street Address** _____

City _____ **State** _____ **Zip Code** _____ **May we contact employer?** **Yes** **No**

Starting Job Title	Final Job Title
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Supervisor's Name and Title	Phone
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Reason for Leaving	Dates of Employment:	From (mo/yr)	To (mo/yr)
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Job Duties

REFERENCES

List name, telephone number, and email of three business/work references who are NOT related to you. Please list at least one present or former manager.

1. _____

Name	Email	Phone	Business Relationship
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2. _____

Name	Email	Phone	Business Relationship
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3. _____

Name	Email	Phone	Business Relationship
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APPLICANT STATEMENT

I certify that the information contained in this application is correct to the best of my knowledge, and I understand that any misstatement or omission of information is grounds for ending the hiring process or dismissal. I authorize verification of information provided on this application; and authorize the references listed above to give you all pertinent information concerning my previous employment; and release all parties from all liability for any damage that may result from furnishing same to Putnam Museum. In consideration of my employment, I agree to conform to the rules and regulations of Putnam Museum. 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 form. I further agree that either I or the Museum may terminate my employment with or without cause and with or without prior notice, at any time. Finally, I understand that no representative of the Museum, other than the President/CEO, has the authority to enter into any agreement for employment for any specified period or time, or to otherwise alter the foregoing.

Do not sign until you have read the above applicant statement.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

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Signature	Date
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Employment At-Will

Employment with the Putnam is voluntarily entered into, and the employee is free to resign at any time, with or without cause. Similarly, the Putnam may terminate the employment relationship at any time, with or without cause.

Equal Employment Opportunity

It is the policy of the Putnam to provide equal employment and advancement opportunities to all individuals regardless of race, color, religion, sex, sexual orientation, gender identity, age, disability, marital status, citizenship, or any other characteristic protected by law. The Putnam complies with all applicable federal, state and local laws governing non-discrimination in employment.

This policy governs all aspects of employment including but not limited to: selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees have a right to work in an environment free from harassment, whether based on race, sex, or any other characteristics protected by state, federal or local laws. Harassment may be verbal, physical, written, or visual. Any employee who feels he or she has been harassed should contact their supervisor. If the employee's supervisor is responsible for the harassment being reported, the employee should report the matter to the HR Manager. Employees can raise concerns and make reports without fear of reprisal, and no form of retaliation (or "getting even") will be taken against any employee who reports a violation of this policy. Anyone found to have engaged in behavior that violates the Putnam's policy against discrimination and harassment will be subject to disciplinary action, up to and including termination.