

# Gettysburg Heritage Center Gettysburg Gift Center

297 Steinwehr Ave. Gettysburg, PA 17325 ~ 717-334-6245 ~ info@gettysburgmuseum.com

## JOB APPLICATION

### PERSONAL INFORMATION

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_

Are you a U.S. Citizen:       Yes     No  
 Are you under the age of 18:       Yes     No      **If yes, please give your age:** \_\_\_\_\_  
 Have you ever been convicted of a crime:     Yes     No  
 If Yes, please explain: \_\_\_\_\_

### EMPLOYMENT DESIRED

Position:                     Sales Clerk       Maintenance       \_\_\_\_\_  
 Desired Status:             Full-Time           Part-Time           Either  
 Date you can start: \_\_\_\_/\_\_\_\_/\_\_\_\_      Wage Desired: \_\_\_\_\_ per hour

Hours Available:

	MON	TUE	WED	THU	FRI	SAT	SUN
FROM:							
To:							

Additional Areas of Interest:

Outdoor     Horses     Woodworking     Green Initiatives     Farming     Preservation

Availability:  
 Evenings:     Yes     No       Weekends:     Yes     No       Daytime:     Yes     No

Are you presently employed:                     Yes                     No  
 If yes, may we contact your employer:       Yes                     No

Have you ever worked for FutureStake, CM Uberman Enterprises, or the American Civil War Wax Museum       Yes       No

If yes, give location: \_\_\_\_\_ From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

How did you learn about us? \_\_\_\_Advertisement    \_\_\_\_Friend    \_\_\_\_Employment Agency

Referred by: \_\_\_\_\_

## EDUCATION

	Name/Location of School	# Years Attended	Did you Graduate	Major
Elementary				
High School				
College/Trade				

## GENERAL INFORMATION

Subjects of special study or research work: \_\_\_\_\_  
 Special skills: \_\_\_\_\_  
 Activities (Civic, Athletic, etc): \_\_\_\_\_  
 Do you speak a foreign language fluently:       Yes       No  
 If yes, please list: \_\_\_\_\_  
 U.S. Military Service:       Yes       No      Rank: \_\_\_\_\_

## FORMER EMPLOYERS

(List Employers Starting With the Most Current)

Company: \_\_\_\_\_ Employment Dates: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_  
 Starting Position: \_\_\_\_\_ Starting Wage: \_\_\_\_\_  
 Final Position: \_\_\_\_\_ Final Wage: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Supervisor Name/ Title: \_\_\_\_\_  
 Reason For Leaving \_\_\_\_\_

Company: \_\_\_\_\_ Employment Dates: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_  
 Starting Position: \_\_\_\_\_ Starting Wage: \_\_\_\_\_  
 Final Position: \_\_\_\_\_ Final Wage: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Supervisor Name/ Title: \_\_\_\_\_  
 Reason For Leaving \_\_\_\_\_

Company: \_\_\_\_\_ Employment Dates: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_  
 Starting Position: \_\_\_\_\_ Starting Wage: \_\_\_\_\_  
 Final Position: \_\_\_\_\_ Final Wage: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Supervisor Name/ Title: \_\_\_\_\_  
 Reason For Leaving \_\_\_\_\_

**PROFESSIONAL REFERENCES**

Name: _____	Telephone: _____
Address: _____	City: _____ State: ___ Zip: _____
Relationship: _____	Years Known: _____

Name: _____	Telephone: _____
Address: _____	City: _____ State: ___ Zip: _____
Relationship: _____	Years Known: _____

Name: _____	Telephone: _____
Address: _____	City: _____ State: ___ Zip: _____
Relationship: _____	Years Known: _____

**SIGNATURE**

I certify that the information given is correct to the best of my knowledge and that falsification of this information is grounds for dismissal. In consideration of my employment, I agree to the rules and regulations of FutureStake, Inc dba Gettysburg Heritage Center. I understand that my first six (6) months of employment are on a probationary basis and that my employment and compensation can be terminated at any time at the option of either the company or myself.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature Date

**TO BE COMPLETED AFTER EMPLOYMENT:**

I understand that I have been hired in the position of \_\_\_\_\_. However, I will perform any other duty that I am assigned. I have received a copy of the rules and regulations. I understand that my posted schedule is a guideline and may not be strictly observed by management, depending on pace of business, staffing shortages, etc., and that I may on occasion be asked to work past my scheduled quitting time. I understand that I must work my share of evening, weekends and holidays.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature Date

(PLEASE COMPLETE OUR SURVEY ON THE NEXT PAGE)

