



Employment Application
Lake Jackson Historical Association

Application # _____
Date Received _____

Instructions: **Please print in ink**, sign, and return to the Lake Jackson Historical Association (details on pg. 5). Applicants must complete **all** the blanks accurately and completely. **Incomplete and/or unsigned applications will not be considered.** Questions may be directed to the Executive Director at director@ljhistory.org or 979-297-1570.

The Lake Jackson Historical Association is committed to fostering an inclusive, equitable, and welcoming environment for all employees and volunteers. We are proud to be an Equal Opportunity Employer and do not discriminate based on race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, marital status, veteran status, or any other legally protected status. We believe that diverse backgrounds and perspectives strengthen our mission to preserve and share the rich history of our community. All qualified applicants are encouraged to apply.

Position Applied For: _____

Name: _____
(First) (Middle) (Last)

Address: _____
(Number) (Street) (Apt #) (City) (State) (Zip)

Phone No: ____ (____) ____
Cell Home

Email: _____

Best Time To Contact You: _____

Check All Types of Work You Will Accept:

_____ Part-Time _____ Full-Time _____ Temporary/Grant Funded

Date Able to Begin Work: _____

Circle Highest School Grade Completed: High School/GED Some College
College Degree Advanced Degree

Education: Copies of diplomas and/or transcripts may be requested.

Name and Location of High School, College, University and/or Technical Schools Attended	Did You Graduate?	Major/Minor	Degree or Certificate Received
	____ Yes ____ No		
	____ Yes ____ No		

Employment History:

Start with your present or most recent job. List all employment for the past four years if possible. Include military service. Use additional sheets if necessary. Resumes may not be submitted in place of employment history but may be attached as a supplement to your application. Explain any gaps in employment in the comments section found on page 3.

Employer	Your Title
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Supervisor's Name, Title	From (mo./yr.)	To (mo./yr.)	Reason for Leaving
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Telephone Number ()	Starting Salary	Final/Current Salary	☐ Full Time ☐ Part Time ☐ Temporary	Can we contact this employer?
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Briefly Outline Major Duties:

Employer	Your Title
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Supervisor's Name, Title	From (mo./yr.)	To (mo./yr.)	Reason for Leaving
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Telephone Number ()	Starting Salary	Final/Current Salary	☐ Full Time ☐ Part Time ☐ Temporary	Can we contact this employer?
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Briefly Outline Major Duties:

Employment History (con't):

Employer	Your Title
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Supervisor's Name, Title	From (mo./yr.)	To (mo./yr.)	Reason for Leaving
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Telephone Number ()	Starting Salary	Final/Current Salary	☐ Full Time ☐ Part Time ☐ Temporary	Can we contact this employer?
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Briefly Outline Major Duties:

Employer	Your Title
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Supervisor's Name, Title	From (mo./yr.)	To (mo./yr.)	Reason for Leaving
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Telephone Number ()	Starting Salary	Final/Current Salary	☐ Full Time ☐ Part Time ☐ Temporary	Can we contact this employer?
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Briefly Outline Major Duties:

Comments (include explanation of any gaps in employment):

List qualifications and skills you possess which are required for the job for which you are applying. Indicate any training you have had which is directly related to the job. List any additional skills that may enhance your ability to perform the job (such as computer skills, foreign language skills, etc.):

1. Do you have a legal right to reside and work in the United States (circle one)? Yes No
(Proof of citizenship or work authorization will be required for employment.)

2. Have you been convicted of a felony or released from prison in the past ten years? Yes No

Comments:

References:

List names and telephone numbers of three work references who are **NOT related to you** and are NOT previous supervisors. If not applicable, list three school or personal references who are NOT related to you.

Name	Telephone No. ()	How Acquainted	Years Known
Name	Telephone No. ()	How Acquainted	Years Known
Name	Telephone No. ()	How Acquainted	Years Known

READ YOUR ANSWERS AND THE STATEMENT BELOW CAREFULLY BEFORE SIGNING THIS APPLICATION:

Acknowledgment of Honesty and Accuracy

I certify that all information provided in this application and any accompanying materials is true, complete, and accurate to the best of my knowledge. I understand that any misrepresentation, falsification, or omission of information may result in the rejection of my application or, if hired, termination of my employment at the Lake Jackson Historical Association.

I further acknowledge that any offer of employment is contingent upon the verification of the information provided and that the Lake Jackson Historical Association reserves the right to conduct background checks and contact references as part of the hiring process.

By signing below, I affirm my understanding of this acknowledgment and my agreement to abide by its terms.

Signature of Applicant

Date

Printed Name

To submit application:

In person:

Lake Jackson Historical Museum
249 Circle Way, Lake Jackson, Texas 77566
During regular business hours

Via email:

director@ljhistory.org