

APPLICATION FOR EMPLOYMENT

Mount Rushmore Society is an EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

**PLEASE TYPE OR PRINT** Complete the entire application. You may attach a resume, but you must still complete all questions or your application will be deemed incomplete and may not be considered. Please fill out each box. (Don't just indicate "see resume") Applications with missing information will not be considered for any position.

Position Applying For:	Name: (Last, First, M.I.)	Other Names under which you have attended school or been employed:
Street Address:	City, State, Zip	
Home Phone	Work Phone:	Other Phone
Are you eligible to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you 18 years of age or older?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no what is your current age?
Are you currently employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what is your current job title and Department?
Have you ever been employed by Mount Rushmore Society?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, dates of employment and reason for leaving.
Do you have a valid Drivers License?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, State of Issuance, License Number and expiration date:

**EDUCATION**

Name of school	City/State	Did you Graduate?	If no, number of years left to graduate	If yes, date of graduation	Degree Received	Major
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No				
GED		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Other School		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College		<input type="checkbox"/> Yes <input type="checkbox"/> No				

**SKILLS** Please list technical skills, clerical skills, trade skills, etc. relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)


**WORK EXPERIENCE** Please detail your work history. Begin with your current and most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omissions of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments.

**PLEASE NOTE:** Mount Rushmore Society reserves the right to contact all current and former employers for reference information.

Dates Employed (most recent position)  From:            To:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time  If part-time # of hour/wk	Title:
Starting Salary		Organization Name and Address:
Final Salary	Other Reference Name, Title and Phone #	Contact my current references: <input type="checkbox"/> Yes <input type="checkbox"/> No
Primary Duties		Reason for Leaving
Dates Employed (most recent position)  From:            To:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time  If part-time # of hour/wk	Title:
Starting Salary		Organization Name and Address:
Final Salary	Other Reference Name, Title and Phone #	Contact my current references: <input type="checkbox"/> Yes <input type="checkbox"/> No
Primary Duties		Reason for Leaving

PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize Mount Rushmore Society to investigate without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that employees of Mount Rushmore Society serve at-will, and the employment relationship may be terminated at any time by either party, for any or no reason, other than a reason prohibited by law.

If employed, I will be required to furnish proof of eligibility to work in the United States and to comply with company and departmental regulations. I understand that if employed on a temporary basis, I would be paid for hours worked only, and would be ineligible for benefits including paid time off. I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_