



HOUSTON MUSEUM
of NATURAL SCIENCE

HMNS Employment Application

vGE081125

All applicants are given equal consideration for employment without regard to race, color, religion, sex, national origin, age and disability in compliance with all federal and state laws.



The Houston Museum of Natural Science is an EEO Employer.

Open positions with job descriptions are posted at www.hmns.org/careers.

Application Instructions

Submit completed application form and optional resume by:

- email to jobs@hmns.org
- mail to HMNS, c/o HR, 5555 Hermann Park Drive, Houston, Texas 77030
- drop off in-person at the Museum Service desk at the museum

Alternatively, complete the online application form at www.hmns.org/appform.

Spanish-version application available at www.hmns.org/appformESP.



Personal Information

Last Name: _____ First Name: _____ Mid. Initial _____

Email Address: _____

Preferred Phone: _____ Alternative Phone: _____

If hired, can you provide proof of US employment authorization and identity within three days of employment?

☐ Yes ☐ No

I am at least: ☐ 16 years of age ☐ 18 years of age

Home Address: _____

Are you currently employed or in school?

☐ No ☐ Yes, work full time ☐ Yes, work part time ☐ Yes, in school

If "Yes," name of current employer and/or school: _____

Employment Interest

Position(s) for Application:

- | | |
|---|---|
| <input type="checkbox"/> Museum Store Sales Associate | <input type="checkbox"/> Box Office Representative, Visitor Services |
| <input type="checkbox"/> Security Guard | <input type="checkbox"/> Customer Service Rep., Visitor Services |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Cockrell Butterfly Center Rep., Visitor Services |

Preferred VS Shifts:
(Visitor Services Positions Only)

- ☐ 11 a.m.-4 p.m.
☐ 8:45 a.m.-5/6 p.m.

Date You Can Start: _____

Days Available to Work: (HMNS is open seven days a week and most holidays.)

☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

Approximate Number of Hours Seeking to Work Each Week: ☐ 5-10 ☐ 11-18 ☐ 19-28

Type of Employment Seeking: ☐ Part Time / Ongoing ☐ Part Time / Seasonal / Summer

Skills

Skills: ☐ Microsoft Office ☐ Ticketing Software ☐ Cashier/Sales Software ☐ First Aid/CPR

☐ Other(s): _____

Languages fluent in speaking: ☐ English ☐ Spanish ☐ Arabic ☐ French ☐ ASL

☐ Vietnamese ☐ Mandarin ☐ Cantonese ☐ Other(s): _____

Subjects of special study or research: _____

Education & Experience

High School Name: _____

College, Trade or Technical School(s) Attended: _____

Work Experience 1: [company name, city, state, timeframe (to and from month/year), position, duties, reason for leaving] _____

Work Experience 2: [company name, city, state, timeframe (to and from month/year), position, duties, reason for leaving] _____

Reference 1: [name, organization, phone number and/or email] _____

Reference 2: [name, organization, phone number and/or email] _____

Current Employer: ☐ HMNS may contact ☐ Please do not contact ☐ NA

Previous employment at HMNS: ☐ No ☐ Yes, department and timeframe: _____

Previously applied for a job at HMNS: ☐ No ☐ Yes, department and year: _____

Relative/friend employed at HMNS: ☐ No ☐ Yes, name and department: _____

Pre-Employment Statement

Please read carefully before signing.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for the Houston Museum of Natural Science to hire me. If I am hired, I understand that either the Houston Museum of Natural Science or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of the Houston Museum of Natural Science has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to the Houston Museum of Natural Science true and complete information on this application. No requested information has been concealed. I authorize the Houston Museum of Natural Science to contact references provided for employment reference checks.

If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Signature _____

Date _____