



FOR ADMINISTRATIVE USE	
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EMPLOYMENT APPLICATION

Please complete this application in its entirety.

It is the policy of Space Center Houston to provide equal employment opportunity for all employees and applicants without regard to race, religion, color, sex (including pregnancy, childbirth, or related medical condition), national origin, age, genetic information, physical or mental disability, veteran or military status or other bases prohibited by applicable state or federal law. Applicants with disabilities may be entitled to reasonable accommodation under the Americans with Disabilities Act and certain state or local laws. A reasonable accommodation is a change to the way things are normally done which will ensure an equal employment opportunity without imposing an undue hardship on Space Center Houston. Please inform the company's personnel representative if you need an accommodation to complete the application process.

In accordance with the Immigration Reform and Control Act of 1986, any offer of employment is condition upon satisfactory proof of applicant's identity and legal ability to work in the United States

PERSONAL DATA

NAME (LAST, FIRST, MIDDLE)				TODAY'S DATE
ADDRESS	CITY	STATE	ZIP	PRIMARY TELEPHONE
EMAIL ADDRESS				ALT TELEPHONE

EMPLOYMENT INTEREST

FOR WHAT POSITION ARE YOU APPLYING?	ARE YOU AT LEAST 17 YEARS OLD? (MINIMUM AGE FOR SCH EMPLOYMENT)		
	YES	NO	
WHY ARE YOU INTERESTED IN WORKING AT SPACE CENTER HOUSTON?			
HAVE YOU EVER WORKED AT SPACE CENTER HOUSTON?		IF YES, NAME THE DEPARTMENT AND WHEN WORKED:	
DO YOU CURRENTLY OR FORMERLY HAVE RELATIVES EMPLOYED BY SPACE CENTER HOUSTON?	NAME	DEPARTMENT	RELATIONSHIP
WHERE DID YOU HEAR ABOUT THIS POSITION? (PLEASE INCLUDE NAME OF PERSON IF APPLICABLE.)			

<h4>AVAILABILITY</h4> <p>SPACE CENTER HOUSTON IS OPEN YEAR ROUND. YOUR AVAILABILITY IS A VERY IMPORTANT PART OF YOUR APPLICATION. PLEASE FILL OUT COMPLETELY. (UNAVAILABILITY SHOULD BE LIMITED TO REASONS OTHER THAN RELIGIOUS OBSERVANCES AND PRACTICES OR MILITARY TRAINING)</p> <p>DATE AVAILABLE FOR WORK: _____</p> <p>CAN YOU WORK ANY SHIFT? YES NO</p> <p>IF NO, WHAT SHIFT CAN YOU WORK? DAY EVENING NIGHT</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>SUN</td> <td>MON</td> <td>TUES</td> <td>WED</td> <td>THU</td> <td>FRI</td> <td>SAT</td> </tr> <tr> <td> </td> </tr> </table> <p>ARE YOU LOOKING FOR PART TIME, FULL TIME OR TEMPORARY EMPLOYMENT?</p> <p style="text-align: center;">FULL TIME PART TIME TEMPORARY</p>	SUN	MON	TUES	WED	THU	FRI	SAT								<h4>AREAS OF INTEREST</h4> <p>CHECK AREAS OF INTEREST: ANY POSITION</p> <table style="width: 100%;"> <tr> <td>GUEST SERVICES</td> <td>INSTRUCTOR</td> <td>TOUR DRIVER*</td> <td>TOUR GUIDE</td> </tr> <tr> <td>CASHIER</td> <td>VEHICLE REPAIR*</td> <td>CLERICAL</td> <td>SECURITY</td> </tr> <tr> <td>SYSTEMS*</td> <td>PRESENTER</td> <td>FACILITIES*</td> <td>OTHER:</td> </tr> <tr> <td>CASH CONTROL</td> <td>WARDROBE</td> <td>CUSTODIAL</td> <td>_____</td> </tr> </table> <p>IF APPLYING FOR A POSITION MARKED WITH AN *, PLEASE COMPLETE THE FOLLOWING:</p> <p>ARE YOU AT LEAST 18 YEARS OLD? YES NO</p> <p>VALID TEXAS DRIVERS LICENSE NUMBER: _____</p> <p>NUMBER OF MOVING VIOLATIONS IN THE PAST 3 YEARS? _____</p> <p>PLEASE LIST ALL OFFENSES RESULTING IN ANYTHING OTHER THAN ACQUITTAL OR DISMISSAL OF CHARGES (E.G. CONVICTION, FINE, LICENSE SUSPENSION, ETC.)</p> <p>_____</p>	GUEST SERVICES	INSTRUCTOR	TOUR DRIVER*	TOUR GUIDE	CASHIER	VEHICLE REPAIR*	CLERICAL	SECURITY	SYSTEMS*	PRESENTER	FACILITIES*	OTHER:	CASH CONTROL	WARDROBE	CUSTODIAL	_____
SUN	MON	TUES	WED	THU	FRI	SAT																									
GUEST SERVICES	INSTRUCTOR	TOUR DRIVER*	TOUR GUIDE																												
CASHIER	VEHICLE REPAIR*	CLERICAL	SECURITY																												
SYSTEMS*	PRESENTER	FACILITIES*	OTHER:																												
CASH CONTROL	WARDROBE	CUSTODIAL	_____																												

EDUCATIONAL HISTORY

SCHOOL	NAME OF SCHOOL	LOCATION OF SCHOOL (CITY, STATE)	MAJOR	LEVEL/HOURS COMPLETED	TYPE OF DEGREE OR CERT. RECEIVED	GRADE AVERAGE
HIGH SCHOOL						
COMMUNITY COLLEGE/TRADE						
COLLEGE/ UNIVERSITY						
GRADUATE SCHOOL						
OTHER TRAINING CERTIFICATES						
OTHER SPECIAL SKILLS		COMPUTER SOFTWARE USED			10 KEY (TOUCH OR SIGHT)	
BECAUSE SPACE CENTER HOUSTON WILL BE VISITED BY VISITORS FROM FOREIGN COUNTRIES, PLEASE LIST LANGUAGES OTHER THAN ENGLISH THAT YOU SPEAK, READ OR WRITE. PLEASE INDICATE FLUENCY.						

EMPLOYMENT HISTORY

EVEN IF YOU SUBMIT A RESUME, PLEASE LIST YOUR WORK EXPERIENCE BELOW, BEGINNING WITH YOUR PRESENT OR MOST RECENT EMPLOYER. PLEASE INCLUDE ANY SUMMER, PART-TIME OR VOLUNTEER EXPERIENCE.

1	PRESENT OR MOST RECENT EMPLOYER	FROM MM/YY	TO MM/YY	JOB TITLE
	ADDRESS	SALARY/WAGE PER WEEK		REASON FOR LEAVING
	CITY, STATE, ZIP			
	NAME OF SUPERVISOR	PHONE NUMBER	MAJOR RESPONSIBILITIES	
	TITLE	DEPARTMENT		
MAY WE CONTACT THIS PERSON?		YES		
2	EMPLOYER PRIOR TO NO. 1	FROM MM/YY	TO MM/YY	JOB TITLE
	ADDRESS	SALARY/WAGE PER WEEK		REASON FOR LEAVING
	CITY, STATE, ZIP			
	NAME OF SUPERVISOR	PHONE NUMBER	MAJOR RESPONSIBILITIES	
	TITLE	DEPARTMENT		
3	EMPLOYER PRIOR TO NO. 2	FROM MM/YY	TO MM/YY	JOB TITLE
	ADDRESS	SALARY/WAGE PER WEEK		REASON FOR LEAVING
	CITY, STATE, ZIP			
	NAME OF SUPERVISOR	PHONE NUMBER	MAJOR RESPONSIBILITIES	
	TITLE	DEPARTMENT		
4	EMPLOYER PRIOR TO NO. 3	FROM MM/YY	TO MM/YY	JOB TITLE
	ADDRESS	SALARY/WAGE PER WEEK		REASON FOR LEAVING
	CITY, STATE, ZIP			
	NAME OF SUPERVISOR	PHONE NUMBER	MAJOR RESPONSIBILITIES	
	TITLE	DEPARTMENT		

PLEASE INCLUDE ANY ADDITIONAL INFORMATION ON THE NEXT PAGE OF THIS APPLICATION

REFERENCES

IDENTIFY THREE PERSONS FAMILIAR WITH YOUR JOB QUALIFICATIONS

NAME	RELATIONSHIP	EMAIL ADDRESS	PHONE NUMBER
NAME	RELATIONSHIP	EMAIL ADDRESS	PHONE NUMBER
NAME	RELATIONSHIP	EMAIL ADDRESS	PHONE NUMBER

PLEASE USE THIS SPACE FOR ANY ADDITIONAL INFORMATION WHICH YOU FEEL IS PERTINENT TO THE POSITION FOR WHICH YOU ARE APPLYING. THIS MAY INCLUDE ANY SPECIAL SKILL OR QUALIFICATIONS YOU HAVE ACQUIRED FROM YOUR EMPLOYMENT. YOU MAY ALSO MENTION AN INTERESTS/ACTIVITIES THAT YOU BELIEVE ARE RELEVANT TO THE CURRENT JOB.

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES? (VERIFICATION WILL BE REQUIRED IF HIRED)	YES	NO
HAVE YOU EVER BEEN CONVICTED OF ANY CRIME OTHER THAN A MINOR TRAFFIC INFRACTION? PLEASE NOTE THAT A "YES" ANSWER TO THIS QUESTION WILL NOT NECESSARILY DISQUALIFY YOU FROM EMPLOYMENT. AN INDIVIDUALIZED ASSESSMENT USING FACTORS SUCH AS THE AGE AND TIME OF THE OFFENSE, SERIOUSNESS AND NATURE OF THE VIOLATION, NATURE OF THE JOB SOUGHT, AND REHABILITATION WILL BE CONDUCTED WHEN MAKING ANY EMPLOYMENT DECISIONS.	YES	NO
IF YES PLEASE EXPLAIN:		

I AUTHORIZE MY PRESENT AND FORMER EMPLOYERS AND OTHER INDIVIDUALS TO GIVE INFORMATION CONCERNING ME, WHETHER OR NOT IT IS ON THEIR RECORDS, AND I RELEASE THEM AND THEIR COMPANIES FROM ANY LIABILITY WHATSOEVER. I ALSO AUTHORIZE SPACE CENTER HOUSTON TO GIVE INFORMATION CONCERNING ME, WHETHER OR NOT IT IS ON ITS RECORDS, TO PROSPECTIVE EMPLOYERS IN THE FUTURE AND RELEASE SPACE CENTER HOUSTON AND ITS EMPLOYEES FROM ANY LIABILITY WHATSOEVER. I CERTIFY THAT ALL STATEMENTS GIVEN ON THIS APPLICATION ARE CORRECT AND REALIZE THAT FALSIFICATION OR MISREPRESENTATION, INCLUDING OMISSION, OF THIS OR ANY OTHER PERSONNEL RECORD MAY RESULT IN MY DISCHARGE.

I AGREE TO CONFORM TO THE RULES AND REGULATIONS OF SPACE CENTER HOUSTON, AND RECOGNIZE THAT MY EMPLOYMENT CAN BE TERMINATED AT ANY TIME BY MYSELF OR SPACE CENTER HOUSTON WITH OR WITHOUT CAUSE, OTHER THAN FOR A REASON WHICH IS PROHIBITED BY LAW. I UNDERSTAND THAT NO REPRESENTATIVE OF SPACE CENTER HOUSTON HAS THE AUTHORITY TO ENTER INTO ANY AGREEMENT WITH ME FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME, OR THAT IS NOT TERMINABLE AT WILL BY MYSELF OR SPACE CENTER HOUSTON, OR TO MAKE ANY REPRESENTATIONS CONTRARY TO THE FOREGOING.

IN THE EVENT THAT I AM OFFERED EMPLOYMENT WITH SPACE CENTER HOUSTON, I AGREE TO DRUG TESTING, IF REQUESTED, AND RELEASE SPACE CENTER HOUSTON FROM LIABILITY FOR NON EMPLOYMENT OR TERMINATION OF EMPLOYMENT DUE TO THE RESULTS OF SUCH A TEST.

IN THE EVENT OF EMPLOYMENT, AND IN CONSIDERATION THEREOF, SPACE CENTER HOUSTON AND ANY PERSON OR CONCERN IT MAY AUTHORIZE WILL BE ENTITLED, WITHOUT FURTHER CONSENT, TO COPYRIGHT, SELL OR USE IN ANY MANNER, ANY PICTURE OR PHOTOGRAPH OF ME (INCLUDING STILL, VIDEO OR MOTION PICTURE) OR RECORDING OF MY VOICE.

I HAVE READ, UNDERSTOOD, AND I AGREE TO THE ABOVE	SIGNATURE	DATE
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THANK YOU FOR YOUR INTEREST IN SPACE CENTER HOUSTON
WE APPRECIATE THE TIME YOU HAVE TAKEN IN PREPARING THIS APPLICATION
SEND COMPLETED APPLICATION TO CAREERS@SPACECENTER.ORG.

SPACE CENTER HOUSTON IS AN EQUAL OPPORTUNITY EMPLOYER