



VIRGINIA MUSEUM OF CONTEMPORARY ART

JOB APPLICATION FORM

MOCA is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religion, marital status, or disability. If you are an individual with a disability and need reasonable accommodation to participate in the hiring process, please contact the Executive Director (757) 425-0000 x 316.

PERSONAL INFORMATION

TO BE CONSIDERED FOR EMPLOYMENT, PLEASE COMPLETE THE FOLLOWING QUESTIONS ACCURATELY AND COMPLETELY, EVEN IF ATTACHING A RESUME.

PLEASE PRINT OR TYPE ALL INFORMATION

		Application Date:
Last Name:	First Name:	Middle:
Present Address:	City/State:	Zip:
Home Phone:	Business/Message Phone:	E-Mail Address:
Upon employment, can you show verification of your legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever worked for MOCA before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?	Do you currently have any relatives employed by MOCA? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, Who?	
Have you ever been convicted of a felony or a misdemeanor? If YES, Please explain:		

POSITION INFORMATION

Position Applying for:		Salary Desired :
Date Available to Start:	Applying for: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	Available to Work: <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Weekends <input type="checkbox"/> Overtime if needed
How were you referred? <input type="checkbox"/> Web Site <input type="checkbox"/> Newspaper <input type="checkbox"/> Employee Referral:(name) _____ <input type="checkbox"/> Employment Referral:(name) _____		If hired, would you have transportation to/from work? <input type="checkbox"/> Yes <input type="checkbox"/> No

EDUCATION/TRAINING HISTORY

List Colleges, military, trade, business or other schools attended.

Name/Location of School	Course of Study (List Major)	Graduated (Yes/No)	Type of Degree/Certificate

SPECIALIZED SKILLS AND KNOWLEDGE

List any Skills or knowledge that shows your ability to perform the job for which you are applying, (such as typing/keyboard speed, computer languages or software programs, certifications, equipment operated etc.)

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EMPLOYMENT VERIFICATION

LIST YOUR LAST THREE EMPLOYERS FOR EMPLOYMENT VERIFICATION PURPOSES

1.	Current/Last Employer's Name, Address, Phone Number & Email:	May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No
	Supervisor's Name/Phone Number/Email:	Your Job Title & Duties:
	Employed (Month/Year) From: To: Salary:	Reason for Leaving:
2.	Prior Employer's Name, Address, Phone Number & Email:	May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No
	Supervisor's Name/Phone Number/Email:	Your Job Title & Duties:
	Employed (Month/Year) From: To: Salary:	Reason for Leaving:
3.	Prior Employer's Name, Address, Phone Number & Email:	May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No
	Supervisor's Name/Phone Number/Email:	Your Job Title & Duties:
	Employed (Month/Year) From: To: Salary:	Reason for Leaving:

REFERENCES

List below three persons who have knowledge of your work performance within the last four years and are not related to you.

Name:	Phone:
Relationship:	Email:
Name:	Phone:
Relationship:	Email:
Name:	Phone:
Relationship:	Email:

CONDITIONS OF EMPLOYMENT

In submitting this application, I understand that false statements will disqualify me for employment or cause my subsequent dismissal. I understand that, if accepted for employment, I shall be required to provide proof of identity and eligibility to work in the United States (in compliance with the Immigration Reform & Control Act of 1986).

Virginia Museum of Contemporary Art is a Smoke-Free work environment. Smoking (including smokeless tobacco) is not permitted on Agency owned and operated premises. Virginia Museum of Contemporary Art is a drug free work place – all prospective employees must take and pass a drug test as part of the employment process.

I understand that in no event shall my hiring be considered as creating a contractual relationship between myself and Virginia Museum of Contemporary Art and unless otherwise provided in writing, such relationship shall be defined as "employment at will" where either party may dissolve the relationship.

I understand that consideration for employment is contingent on the results of a reference and background check. Therefore, I hereby authorize Virginia Museum of Contemporary Art and/or affiliates to investigate the truthfulness of all statements made in this application, contact my former employers or other persons, who can verify information concerning this application, and I release and indemnify each person and organization from liability for providing information to Virginia Museum of Contemporary Art.

SIGNATURE OF APPLICANT (Unsigned Applications are not Valid)

DATE

Thank you, for taking time to complete MOCA's Employment Application. The Employment Application will be valid for 90 days from the date of the application. If you wish to be considered for employment subsequent to that date, a new application must be completed.

Fax or mail to Human Resources:

Virginia Museum of Contemporary Art

Attn: Human Resources

2200 Parks Avenue

Virginia Beach, VA 23452

Tel : (757) 425-0000

Fax: (757)425-8186

