



# DUBUQUE COUNTY HISTORICAL SOCIETY



## EMPLOYMENT APPLICATION

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### PERSONAL INFORMATION (Please type or print clearly)

Name \_\_\_\_\_ Preferred pronouns \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone with area code \_\_\_\_\_ Email address \_\_\_\_\_

Have you ever been employed by the Museum & Aquarium? If yes, when? \_\_\_\_\_

Have you ever volunteered with the Museum & Aquarium? If yes, when? \_\_\_\_\_

Have you ever lived in another state? If yes, please list states of residence. \_\_\_\_\_

Have you ever been convicted of a misdemeanor or felony? If yes, please explain. \_\_\_\_\_

Are you eligible to work in the United States?  Yes  No

What position are you applying for at NMRMA? \_\_\_\_\_

### EDUCATION AND EXPERIENCE

	Degree / Subject	Institution Name	Date Completed
High School			
College/University			
Graduate School			
Trade, Business, or other School			
Special Training or Skills			

Employment desired:  Full time  Part time  Seasonal Date available for employment: \_\_\_\_\_

Do you speak any language besides English fluently?  No  Yes (which?) \_\_\_\_\_

### EMPLOYMENT HISTORY (List below your last three employers starting with current or most recent employment)

Employer	Dates Employed	Supervisor's Name	Job Title	Reason for Leaving

May we contact this supervisor for reference?  Yes  No

Supervisor Phone: \_\_\_\_\_

Employer	Dates Employed	Supervisor's Name	Job Title	Reason for Leaving

May we contact this supervisor for reference?  Yes  No

Supervisor Phone: \_\_\_\_\_

Employer	Dates Employed	Supervisor's Name	Job Title	Reason for Leaving

May we contact this supervisor for reference?  Yes  No

Supervisor Phone: \_\_\_\_\_

**REFERENCES** (Please list two work, school, or personal references [not relatives] whom we may contact regarding your application)

1 Name \_\_\_\_\_ Phone with area code \_\_\_\_\_

Relationship \_\_\_\_\_ Years acquainted \_\_\_\_\_

2 Name \_\_\_\_\_ Phone with area code \_\_\_\_\_

Relationship \_\_\_\_\_ Years acquainted \_\_\_\_\_

I certify that the facts contained herein are true and complete to the best of my knowledge and understand that, if employed, false or misleading information given in my application and/or interview(s) may result in discharge.

I understand that I am required to abide by all rules and regulations of Dubuque County Historical Society, and that if employed, my employment is at will and that Dubuque County Historical Society retains the right to terminate my employment at any time for any reason, and that I also have that same right.

I authorize the references listed in this application, including personal and employment references, to Dubuque County Historical Society with all information pertinent to this application and I release all parties from liability for any damages that may result from the release of information as part of the employment verification process.

I further understand that any job offer will be contingent upon a satisfactory criminal background check. In the event of employment, I understand that I may not engage in any activities that constitute a conflict of interest between myself and Dubuque County Historical Society.

I understand that this application will be held on file for a period of one year. At the conclusion of this time, if I have not heard from Dubuque County Historical Society and still wish to be considered for employment, it will be necessary to fill out a new application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

The Dubuque County Historical Society and its properties, the National Mississippi River Museum & Aquarium and Mathias Ham Historic Site, are committed to embracing diversity, practicing equity, and ensuring accessibility and inclusion. We continually strive to achieve a welcoming environment in all our spaces, where our staff and community feel reflected and valued for their unique perspectives and backgrounds. DEAI values guide and impact all the decisions the museum makes, both internal and external. Research suggests that women and individuals from underrepresented backgrounds often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that any applicant is able to meet all of the qualifications for a given role. Therefore, if you are drawn to this position and feel your strengths would be an asset to the organization, we highly encourage you to apply.