

Note: It is your obligation to ensure that all information in the application is accurate up to and including date of hire, if you are hired by The Indiana Historical Society

The Indiana Historical Society is an Equal Opportunity Employer. Applicants requiring reasonable accommodation for the application and/or interview process should advise the Director of Human Resources.

Title of position applying for: _____ How did you hear about this position? _____

Legal Name: _____ Preferred Name: _____

Email Address: _____ Primary Phone: _____

Are you authorized to work in the U.S.? Yes No

Will you now or in the future require sponsorship for employment visa status? Yes No

According to federal law, an individual who is hired must, as a condition of employment, produce certain documentation to verify his/her identity and eligibility to legally work in the U.S. As a consequence, an offer of employment is contingent upon your ability to produce the required documentation within the time period required by law.

Do you have any relatives working for the Indiana Historical Society? Yes No

If so, list names: _____

(A relative working at IHS does not automatically exclude an applicant from employment)

Have you ever worked for or contracted with IHS? If so, list dates: Yes No

Have you ever been convicted of a crime in any state (including felonies, misdemeanors, guilty pleas, no-contest pleas, criminal diversion matters, or pleas of nolo contendere), other than convictions that were ordered expunged or sealed by a court (do not include minor traffic offenses unless you are applying for a position in which driving is one of the essential functions). Note: a DUI (driving under the influence of alcohol) should be disclosed. If yes, please provide below or on a separate page the date, place, and nature of conviction. Note: A prior conviction will not necessarily bar you from employment; however, the type of conviction and when it occurred will be considered. The Indiana Historical Society will not deny employment due to a prior conviction unless: (a) there is a direct relationship between one or more previous criminal offense and the employment sought; or (b) granting employment would involve an unreasonable risk to property or to the safety or welfare of others. In making the above determination, we will consider: (a) the specific duties and responsibilities necessarily related to the employment sought; (b) the bearing, if any, the criminal offense(s) for which you were previously convicted will have on your fitness or ability to perform one or more such duties or responsibilities; (c) the time that has elapsed since the criminal offense(s) occurred; (d) your age when they occurred; (e) the seriousness of the offense(s); (f) any information you produce to us or that is produced on your behalf in regard to your rehabilitation and good conduct; and (g) our legitimate interest in protecting the safety and welfare of our employees, others, and our property. Yes No

The Indiana Historical Society has a policy prohibiting harassment in the workplace. Have you ever been accused of harassing anyone in the workplace? If so, please provide details: Yes No

Are you currently released from custody for a criminal offense on bail, bond, probation parole, or your own recognizance? If yes, please explain: Yes No

CERTIFICATION AND AGREEMENT OF APPLICANT

I expressly authorize The Indiana Historical Society ("IHS"), its representatives, employees or agents to contact and obtain information about me, and I agree to cooperate in obtaining such information, from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume and interview. I specifically authorize IHS to obtain a criminal history regarding me for pre-employment purposes, and if employed, at any time during employment for legitimate business purposes. I hereby waive any and all rights and claims I may have against IHS, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me. In addition, I authorize any party having information bearing upon my qualifications for employment to release such information to IHS. In addition, I waive any rights I have to require IHS or any prior employer to provide me with written notice before furnishing disciplinary reports, letters of reprimand, or other disciplinary actions to any person or entity. I release from any and all liability all individuals and organizations who provide information to IHS concerning my employment, competence, ethics, character and other qualifications, including privileged or confidential information.

I agree to submit to any lawful drug, alcohol, or other testing that may be required as a condition of employment or continued employment and understand that refusal to promptly submit and cooperate with such testing prior to or during the course of my employment will result in disqualification from consideration for employment or, if hired, termination.

In consideration of IHS's review of this Application, I also understand and agree that, whether or not I am hired: (a) any action (including, but not limited to, any administrative agency claim) or lawsuit against IHS, its employees, or agents arising out of or relating to any hiring decision, my employment, or the termination of my employment, including, but not limited to, any claim arising under Local, State, or Federal civil rights statutes, must be brought within 180 days of the event giving rise to the claim or be forever barred, and I knowingly and voluntarily waive any limitations period to the contrary; and (b) **I also knowingly and voluntarily waive any right that I may have to a jury trial in connection with any claim or action relating to my employment or termination of that employment including, without limitation, any claim or action relating to employment discrimination. This means that any such claim or action will be heard by and tried before a judge. I am unequivocally waiving each of the above-described rights knowingly and voluntarily.**

I also understand and agree that if employed, any misrepresentation or omission on this Application, my resume, or other documents that I submit during the hiring process (and, if I am hired, on any IHS record), will result in dismissal, regardless of the date of discovery. I also acknowledge that employment is also subject to a satisfactory review of my references.

Neither this Application nor any statement made to me during the hiring process or thereafter shall be considered a contract of employment of any kind. Where such a contract is intended, I understand that it will be separately entered into and signed by the President of IHS. Absent such a contract, I understand that, if hired, my employment will be terminable-at-will, with or without reason, cause or notice, that I am not being employed for any specified or definite period of time, and that this application is not and is not intended to be a contract, offer, statement or confirmation of or for continued employment. I understand that any employee handbook or manual does not represent an employment contract if I am hired. IHS may alter, modify, amend, or terminate any of its policies and benefits, both as to active and retired employees.

I further understand that I must sign up for payroll direct deposit within 2 days of hire as a condition of employment and sign up for benefits within 30 days of employment, failure to enroll will be interpreted as my rejection of the plan(s).

DO NOT SIGN UNTIL YOU HAVE READ AND AGREE WITH THE ABOVE

I certify that I have read, fully understand, and accept the terms of the above Certification and Agreement of Applicant:

Signature _____

Date _____