

FEDERAL AND STATE LAWS PROHIBIT DISCRIMINATION IN EMPLOYMENT BECAUSE OF SEX, AGE, RACE, COLOR, RELIGIOUS CREED, MARITAL STATUS, SEXUAL ORIENTATION, NATIONAL ORIGIN, ANCESTRY, CITIZENSHIP, SERVICE IN THE ARMED FORCES OF THE UNITED STATES, DISABILITY, GENETIC INFORMATION OR ANY OTHER PROTECTED CLASSIFICATION.

## PERSONAL INFORMATION

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

(MR. / MS. / MRS.)      First                                      Middle                                      Last

ADDRESS: \_\_\_\_\_

Street    City                                      State                                      Zip Code

TELEPHONE: \_\_\_\_\_

Home    Cell/Mobile

EMAIL: \_\_\_\_\_

*Funding for this program is based on providing cultural sector employment training for candidates who are of Native American, Alaska Native, or Native Hawaiian descent. First Nations descendants are also welcome to apply. To establish eligibility for funding, please provide the following information:*

TRIBAL OR COMMUNITY AFFILIATION: \_\_\_\_\_

*If sponsored by tribe, please provide the following tribal sponsorship information:*

NAME OF SPONSOR: \_\_\_\_\_

TITLE AND DEPARTMENT OF SPONSOR: \_\_\_\_\_

TRIBAL ORGANIZATION NAME: \_\_\_\_\_

## ESSAYS AND WRITING SAMPLE

• Prepare and attach a 250-400 word essay for each of the following prompts:

1. How has your personal history, including community involvement and examples of demonstrating leadership, prepared you for this experience? Please include additional skills you would like to highlight.
2. What are your long-term career and/or academic goals? How will the fellowship advance your ability to make change in the museum and/or cultural heritage field?
3. What interests you in particular about PEM and leads you to apply for a fellowship?

• Include a writing sample, 10-15 pages, double spaced. The sample can be a previous academic paper, exhibition or grant proposal or extensive blog post.

## EDUCATION

Please provide information below for each college/university attended and/or attending:

| SCHOOL AND MAJOR | DATES ATTENDED | DEGREE AWARDED/EXPECTED |
|------------------|----------------|-------------------------|
|                  |                |                         |
|                  |                |                         |
|                  |                |                         |

Current educational or employment status: \_\_\_\_\_

Additional skills or courses you have taken that you think would be relevant to this placement:

\_\_\_\_\_

Have you made arrangements with your school to receive academic credit for this fellowship if it is awarded?

Yes       No

## REFERENCES

List three references, can include immediate supervisors, professors, tribal or community elder, and/or other cultural reference.

| NAME AND OCCUPATION | ADDRESS | TELEPHONE AND EMAIL |
|---------------------|---------|---------------------|
|                     |         |                     |
|                     |         |                     |
|                     |         |                     |

If you are employed, may we contact your present employer at this time?     Yes       No

How did you hear about the program?     Job posting       Walk-in       PEM employee       Other

Please supply the name of your referral source: \_\_\_\_\_

Are you legally authorized to work in the United States?       Yes       No

\_\_\_\_\_  
*If you are extended a fellowship offer, you will be required to furnish proof of lawful work status in accordance with the Immigration Reform and Control Act of 1986.*

## RELATIONSHIP TO PEM

Have you ever worked for PEM before?

Yes  No

When: \_\_\_\_\_

Name of supervisor: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

In accordance with PEM's policy concerning work assignment, do you have any relatives employed by PEM?

Yes  No

If yes, please state their name(s): \_\_\_\_\_

Will you be holding any other jobs while employed by PEM?

Yes  No

If yes, please describe: \_\_\_\_\_

## NOTICE

IT IS UNLAWFUL IN MASSACHUSETTS TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. AN EMPLOYER WHO VIOLATES THIS LAW SHALL BE SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITY.

## APPLICANT'S STATEMENT

I have read and fully understand the questions asked in this application. I understand that this application is not an offer or contract of employment. I understand that if I am hired, my employment may be terminated with or without cause or notice, at any time, at either my option or that of the Peabody Essex Museum. This status can be modified only by a written document setting forth such modification, signed by both me and an authorized representative of the Peabody Essex Museum. I give the Peabody Essex Museum permission to contact all or any of my previous employers and references and authorize them to provide all information requested of them by the Peabody Essex Museum, and release and hold harmless all persons and entities from liability for doing so. I understand that after a tentative offer of employment has been made, a background investigation will be conducted by PEM or its agent/third-party provider including a criminal offender record information report. I have the right to request in writing, upon receipt of notice that an investigation is being conducted, a complete and accurate written disclosure of the nature and scope of the requested background investigation. I understand that any offer of employment is conditioned upon receipt of satisfactory references and satisfactory completion of such a background investigation.

I have provided truthful and complete responses to all inquiries in the application and understand that the discovery of any falsification or omission will disqualify me from consideration for employment or constitute grounds for immediate dismissal when discovered. If employed by the Peabody Essex Museum, I will abide by its rules and regulations, which I understand are subject to change by the museum.

DATE: \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_

## 2017 Native American Long-term Fellow Checklist

- Completed application
- Three 250-400 word essays and writing sample
- Complete curriculum vitae
- Recommendation letters (provide three)
- Transcripts for most recent five years of school

Thank you for your interest!