

# APPLICATION INSTRUCTIONS

## Application Disclaimer

- Follow all instructions. All fields are required. Applications not complete will be rejected.
- Applicants are subject to random drug screening.
- Applicants may be subject to a criminal background report.
- Applicants must be flexible in schedule and willing to work weekends and holidays as needed.
- Typing your name on the signature line and placing a check in the box signifies that all statements you provided are true. If employed, any false information on your application could result in termination.
- Completing an application does not constitute or imply employment. Your application will be reviewed and you may be contacted for an interview.

## Privacy Statement

Once The Schiele Museum of Natural History and Planetarium, Incorporated receives your application your information will be used only for the purpose of employment. Your information will only be viewed by our management team and stored securely. We will not share any information you provide including your email address with any third parties unless instructed to do so by Federal, State or Local authorities.

## How to Email Your Application

Download the application to your computer, and use Acrobat Reader to complete the form. Save the completed application as a PDF and email it as an attachment. This form is best completed using Acrobat Reader (download at <https://get.adobe.com/reader/>).

The Schiele Museum of Natural History and Planetarium, Inc. does not accept any responsibility for misdirected, lost, or intercepted emails or the transfer of any viruses, Trojans or complications associated with electronic communications. By completing the application and submitting via email you agree to this policy. You may also print and mail your application via US Postal Service to 1500 East Garrison Blvd., Gastonia, NC 28054.

Thank you for your interest in becoming a team member at The Schiele Museum of Natural History.