

**Wonder Works Children's Museum
is offering four paid internships this summer.**

Position Descriptions

- *Two interns will work primarily with children in the art room and on arts-related projects.
- *One intern will help develop "movement" programming for the museum to increase preschoolers' physical activity.
- *One intern will focus on administrative projects: primarily updating our employee manual, policy and procedure manual, and brochures.

Selected candidates will work closely with staff on their designated project, as well as be involved in general museum activities. Hours are flexible based on availability and need. Salary will be minimum wage.

Qualifications

Candidates must be 16-18 years old and enrolled in high school or be a graduating senior. They should be available for 10 weeks between June 1 and August 31 and an average of 20 hours per week.

To Apply

Intern applications are available at Wonder Works and online for printing at www.wonder-works.org. A resume may be submitted in place of an application either at the museum or emailed to info@wonder-works.org. Deadline for submitting an application is May 20.

WONDER WORKS

Employment Application

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone		E-mail Address	
Date Available		Desired Salary	
Position Applied for			
Are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

Any other education, training or certifications:

REFERENCES

Please list three professional references, personal references will not be accepted

Full Name	Relationship
Company	Phone ()
Email	

Full Name	Relationship
Company	Phone ()
Email	

Full Name	Relationship
Company	Phone ()
Email	

PREVIOUS EMPLOYMENT

Company	Phone ()
Address	Supervisor

Job Title	Starting Salary \$	Ending Salary \$
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Responsibilities

From	To	Reason for Leaving
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May we contact your previous supervisor for a reference? YES NO

Company	Phone ()
Address	Supervisor

Job Title	Starting Salary \$	Ending Salary \$
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Responsibilities

May we contact your previous supervisor for a reference? YES NO

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

If there is other employment or volunteer experience we should know about, please provide details as above.

Have you read and understood the job description YES NO

Please tell us about any skills, employment history, volunteer experience, and education or training, not mentioned previously, you feel may be of importance to us.

MILITARY SERVICE

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information on my application or during interviews may result in my release.

I understand I will have to complete a pre-employment screening including a fifty-question questionnaire, a criminal background check, two personal interviews and supply proof of my eligibility to work in the United States before being considered for employment.

I agree Wonder Works may at any time perform additional criminal background checks and/or a drug screenings for any reason. I agree to submit to these as a condition of employment, and agree Wonder Works may perform either of these at any time during my employment. I understand refusing to submit to either will be considered willful termination of employment.

I acknowledge I am legally allowed to work in the United States.

I understand Wonder Works may not choose to interview me for any reason allowed by law.

I understand Wonder Works is an equal opportunity employer, as such, no consideration positive or negative will be given for race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation or any other non-merit factor, except where such limits the successful completion of responsibilities and requirements as shown in the job description.

I understand state law in Illinois allows any employer to terminate employment at anytime for any or no reason, with or without notice.

Signature

Date