



The J. Paul Getty Trust
Human Resources

Application for Employment

1200 Getty Center Drive, Suite 400
Los Angeles, CA 90049-1681
Jobline 310 440 6556
www.getty.edu

Your Last Name

First Name

Middle Name

Position Desired

Today's Date

Personal Information

Name: Last First Middle Social Security No. - -

List all other names (if any) as they appear exactly on all records held, i.e.: employment, education, Social Security card, etc.:

Present Street Address City State ZIP

How long? Previous Street Address City State ZIP
(if less than 3 yrs)

Telephone: Home () Cell/Message/Business () Email:

Driver's License/ID No. Name on card appears as: State Expiration Date

- Yes No Have you ever worked for The J. Paul Getty Trust? If **YES**, when and where? _____
- Yes No Have you ever applied for work at The J. Paul Getty Trust? If **YES**, when and where? _____
- Yes No If employed in the position for which you are applying, would you be in a supervisory or subordinate relationship to any relative or member of your household already employed by the Trust? If **YES**, please explain. _____
- Yes No If you are hired, can you furnish proof that you are legally authorized to work in the United States? _____
Offers are subject to verification of employment eligibility under the Immigration Reform Control Act.
- Yes No Not Applicable If under 18 years of age, can you submit a work permit after employment? _____
- Yes No Have you been convicted* of a felony? _____
- Yes No Have you been convicted* of any misdemeanor**? _____

For each "Yes" answer, please provide details including the charge, the date of conviction, and the city and state. (**Note:** Criminal convictions are not an automatic bar to employment.)

* Exclude the following: convictions which have been expunged, sealed, discharged, rendered confidential, sequestered or impounded; convictions which appear on one's juvenile record; and convictions which resulted in referral to and participation in a pre- or post-trial diversion program. "Conviction" includes a plea of guilty or no contest.

** Exclude the following: convictions for minor traffic offenses, possession of marijuana or other marijuana-related offenses for which the convictions occurred more than two (2) years ago, and misdemeanor convictions for which probation has been successfully completed or otherwise discharged.

Position

Position applied for _____ Full-time Part-time

Date you are available Salary desired If part-time, hours preferred

How did you learn of the job opening? _____

Education and Training

School Attended	Name/Location	Course / Major	Circle Last Year Completed	Diploma / Degree Earned
High School			1 2 3 4	
College			1 2 3 4	
Graduate / Professional			1 2 3 4	
Technical / Vocational			1 2 3 4	

Are you taking any job-related courses at present? If **YES**, where and what courses? _____

List any additional job-related education or special training, including certificate courses and professional seminars: _____

Employment

Please provide the requested information for all your jobs for the past 10 years, with the current/most recent employer first. You may include other relevant experience such as volunteer work or military duty.

Firm	Dates: From	To
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Title	Street Address/City	State	Zip
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Supervisor	Telephone ()	Salary: Beginning	Ending
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Duties and Responsibility

Reason for Leaving	May we contact now?
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Firm	Dates: From	To
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Title	Street Address/City	State	Zip
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Supervisor	Telephone ()	Salary: Beginning	Ending
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Duties and Responsibility

Reason for Leaving	May we contact now?
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Firm	Dates: From	To
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Title	Street Address/City	State	Zip
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Supervisor	Telephone ()	Salary: Beginning	Ending
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Duties and Responsibility

Reason for Leaving	May we contact now?
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Firm	Dates: From	To
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Title	Street Address/City	State	Zip
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Supervisor	Telephone ()	Salary: Beginning	Ending
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Duties and Responsibility

Reason for Leaving	May we contact now?
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Continue Below (if necessary)

Dates	Month/Year	Employer's Name and Address	Your Title/Duties	Reason for Leaving
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From	To			
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From	To			
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From	To			
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From	To			
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Skills

Please check if applicable to the position for which you are applying:

Word processing _____ wpm

Shorthand _____ wpm

Dictaphone _____

Calculator/10 key _____

Indicate any additional business machines you can operate:

PC _____

Software _____

Other _____

List any other skills or special qualifications, including languages, that may assist you in the performance of the job for which you are applying:

Yes No

Are there any functions of the position which you are applying for that you cannot perform with or without accommodations? If **YES**, please describe the functions you cannot perform. If you are not familiar with the functions of the job in question, a job description can be obtained from the Human Resources Department.

Military Experience

Service in the armed forces of the United States or in a state militia (U.S.):

Service Branch	Initial Rank	Final Rank	Specialty
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Professional References

Reference No. 1	Reference No. 2	Reference No. 3
Name		
Title		
Firm		
Address		
Business Phone		

Certification

I hereby certify that the information contained in this application form is true and correct to the best of my knowledge and agree to have any of these statements checked by The J. Paul Getty Trust unless I have indicated to the contrary. I authorize the references listed above, as well as any other individuals whom The J. Paul Getty contacts, to provide information concerning my previous employment and any other pertinent information that they may have. I understand that any misrepresentations, falsifications, or material omission of information in the application may result in my failure to receive an offer, withdrawal of an offer, or, if I am hired, my dismissal from employment.

If I am employed, I agree to conform to the rules and standards of The J. Paul Getty Trust. I understand and agree that my employment and compensation can be terminated at will, with or without cause, and with or without notice, at any time, either at my option or at the option of The J. Paul Getty Trust. I understand that no employee or representative of The J. Paul Getty Trust, other than its President, in writing, has the authority to make any agreement contrary to the foregoing.

I understand that all offers of employment are conditioned on The J. Paul Getty Trust's receipt of satisfactory responses to reference requests and background checks, the provisions of satisfactory proof of my identity and legal authority to work in the United States, and, where applicable, successful completion of a physical examination.

Signature of Applicant _____

Date _____