

This is a  
Non-Smoking  
Complex.



# MYSTIC AQUARIUM INSTITUTE FOR EXPLORATION

## Application for Employment

Sea Research Foundation (dba "Mystic Aquarium & Institute for Exploration"), is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee on the basis of age, gender, sexual orientation, race, color, religion, ethnicity, national origin, disability, marital status, veteran status, or any other legal recognized protected basis under federal, state or local laws, regulations or ordinances. **Please complete every question.**

_____	_____	_____	____/____/____		
Last Name	First Name	Middle Name	Date		
_____	_____	_____	_____		
Address	Number	Street	City	State	Zip Code
_____	_____	_____	_____	_____	_____
Home Phone Number	Cell Phone Number	Email Address	_____		

Position(s) Applied For: \_\_\_\_\_  
(Look for our employment opportunities at: [www.mysticaquarium.org](http://www.mysticaquarium.org))

Schedule preference:  Full-Time  Part-Time  Second Shift  Seasonal

When can you start? \_\_\_\_\_

Where did you learn about us?  Advertisement, where? \_\_\_\_\_  Web Site

Employment Agency  Employee  Relative  Other \_\_\_\_\_

Have you ever been employed with us before?  Yes  No

If yes, please note: Title \_\_\_\_\_ From: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

If you are under eighteen years of age, can you provide proof of your eligibility to work?  Yes  No

Are you legally authorized to work in the United States?

Proof of citizenship or immigration status may be required upon employment  Yes  No

Can you travel if the job requires it?  Yes  No

Have you ever been convicted of a crime?  Yes  No

Conviction will not necessarily disqualify you as an applicant for employment

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

55 Coogan Blvd., Mystic, CT 06355 • (860) 572-5955 • FAX: (860) 536-5650

Look for our employment opportunities at: [www.mysticaquarium.org](http://www.mysticaquarium.org)

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**EDUCATION**

	Name of School Location	Course of Study	Years Completed	Diploma/ Degree
High School				
Undergraduate College				
Graduate Professional				
Certification/Other				

**SKILLS & QUALIFICATIONS**

Describe any specialized training, certification or apprenticeship you have completed:

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**LANGUAGES**

Indicate any foreign languages you can speak, read and/or write:

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**CHECK SKILLS/EQUIPMENT OPERATED**

- FAX
- Word Processing
- PC – List Software \_\_\_\_\_
- Machinery – List \_\_\_\_\_
- PowerPoint
- Excel
- Other \_\_\_\_\_

List special job-related skills and qualifications acquired from employment or other experience:

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**EMPLOYMENT EXPERIENCE**

List your current and last two positions held.

1.	Employer Location:	Work performed:	Dates of Employment:
	Hourly Rate/Salary:	Current position <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason for leaving:
2.	Employer Location:	Work performed:	Dates of Employment:
	Hourly Rate/Salary:	Reason for leaving:	
3.	Employer Location:	Work performed:	Dates of Employment:
	Hourly Rate/Salary:	Reason for leaving:	

Are you currently employed?  Yes  No

Are you currently on "lay-off" status and subject to recall?  Yes  No

May we contact your present employer?  Yes  No

List professional trade, business, or civic activities and offices held.

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**REFERENCES** (Professional references only. Family or friends are not acceptable)

1. \_\_\_\_\_  
Name Telephone Relationship

2. \_\_\_\_\_  
Name Telephone Relationship

3. \_\_\_\_\_  
Name Telephone Relationship

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**PLEASE NOTE:**

Applicants with disabilities may be entitled to reasonable accommodation under the terms of the Americans with Disabilities Act and certain state or local laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on Mystic Aquarium and Institute for Exploration. Please inform Human Resource if you need assistance completing any forms or to otherwise participate in the application process.

We do not maintain an active database of applicants for review for future openings. If you are interested in a position that is posted in the future, it will be necessary to complete a new application.

Background checks are conducted for all potential hires/rehires. In addition, a motor vehicle background check may be required for the position you are applying for. Results of these background checks will not necessarily disqualify you as an applicant for employment

**Our Mission:** to inspire people to care for and protect our ocean planet through education, research and exploration.

**Core Values:** Respect for animals, guests, staff and community; Excellence in research, education and exploration; Promotion of conservation and awareness of our ocean planet through all we do.

Mystic Aquarium & Institute for Exploration is a year-round, seven day per week operation. Due to the nature of our organization, it is important to realize that most positions at the Aquarium require flexibility and weekend work availability.

**APPLICANT'S STATEMENT – Please Read Carefully:**

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Mystic Aquarium & Institute for Exploration, a division of Sea Research Foundation, Inc. (the "Employer"), is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I certify that the answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**We are an Equal Opportunity Employer/AA**