



EMPLOYMENT OPPORTUNITIES

Temporary Positions Available

COMMUNITY TEEN INTERNS

\$10.50/hour

Primary responsibility is to deliver and engage in science activities at the California Science Center. Other responsibilities may include supervising children, public speaking, and mentoring other students.

QUALIFICATIONS:

- Available to work weekends and school holidays from **October 29, 2016 – April 22, 2017**.
- Must be a currently enrolled **high school sophomore, junior, or senior** with a minimum 2.0 GPA.
- Ability to follow directions and be a team player.
- Ability to work independently and with little supervision.
- Positive, enthusiastic attitude and strong work ethic.
- Eagerness to learn, help others learn, and willing to contribute creative ideas.

PREFERRED QUALIFICATIONS:

- Returning applicants (interns) who were previously employed by the California Science Center Foundation are given preference.
- Applicants who reside within a one (1) mile radius of the California Science Center are given preference.

Applications can be picked up at the Info Desk inside the California Science Center or the Foundation Human Resources office. Applications can also be downloaded from www.californiasciencecenter.org, and sent to:

California Science Center Foundation
Education Department
700 Exposition Park Drive
Los Angeles, CA, 90037
(213) 744-7444
(213) 744-2052 fax
CommunityPrograms@cscmail.org

Application Deadline: Tuesday, September 27, 2016 at 5:00 PM

Equal Employment Opportunity Employer

Personal Statement

5

Please answer **one** of the following questions. Answers should be a **minimum of one page in length, typed, double-spaced on a separate sheet of paper** and submitted with your complete application.

- A. Write about a difficult decision you had to make. What helped you make that decision?
- B. Think of your most memorable science learning moment – what made it unforgettable, and why do you think it was so extraordinary?

6

Application Checklist

Please ensure that you have completed all the necessary steps in the application process.

- Completed and Signed Science Center Application
- Completed and Signed Supplemental Application
- Copy of High School Transcript
- Personal Attributes Response
- Personal Statement
- Declaration-Parent Signature
- Completed and Signed Recommendation Form

7

Declaration

Parent Authorization: I hereby give permission for my child to participate in all activities associated with this position. The California Science Center Foundation may photograph my child during the program and I consent to the use of these photographs in California Science Center Foundation promotional materials and social media platforms.

Parent Signature

Date

Mail, fax, email, or drop-off application to:

California Science Center Foundation
Education Department
700 Exposition Park Drive
Los Angeles, CA 90037
(213) 744-7444
Fax: (213) 744-2052
CommunityPrograms@cscmail.org

Application Deadline: Tuesday, September 27, 2016 at 5:00 PM

Recommendation Form

Applicant: Please provide this form to an adult that has known you for at least one year (i.e. teacher, supervisor, or community leader). Upon completion, submit this form, along with your completed application, to the California Science Center at the address noted on page 2 of the application.

Recommender: Please complete this recommendation form, along with a typed letter of recommendation, for the applicant and return it to him/her for submission. This form will serve as a tool to measure the student's ability to serve as a Community Teen Intern at the California Science Center. To be eligible for candidacy to become a Community Teen Intern, the applicant must be a responsible and mature individual who meets the following criteria:

- Must be a 10th - 12th grade student, currently enrolled in high school.
- Minimum 2.0 grade point average (GPA).
- Available to work Weekends and school holidays, 9:30 AM - 5:00 PM.
- Willingness to learn and help others learn.

1 General Information

Please print or type.

Applicant Last Name Applicant First Name Recommender's Relationship to Applicant

Recommender Last Name Recommender First Name Title

School/Organization Address Phone Number

2 Letter of Recommendation

Please submit a typed and signed one-page letter of recommendation on business letterhead or school stationery. Please **describe the student on level of:** (a) maturity; (b) honesty; (c) dependability; (d) communication skills; (e) social skills; (f) conduct; (g) willingness to work; (h) ability to work independently and interdependently; (i) readiness to learn and help others learn; (j) interest in science.

3 Signature

Signature

Date

700 Exposition Park Drive
Los Angeles, CA 90037
HR@cscmail.org
www.californiasciencecenter.org



California Science Center Foundation
Employment Application
An Equal Opportunity Employer

DATE: _____

PLEASE PRINT ALL INFORMATION

PERSONAL INFORMATION

| | | | |
|---|-----------------------|--------------|----------|
| LAST NAME | FIRST NAME | MIDDLE NAME | |
| PRESENT ADDRESS | CITY | STATE | ZIP CODE |
| PERMANENT ADDRESS (IF DIFFERENT FROM PRESENT ADDRESS) | | | |
| HOME PHONE: _____ | BUSINESS PHONE: _____ | OTHER: _____ | |
| E-MAIL ADDRESS: _____ | | | |

HAVE YOU EVER BEEN AN EMPLOYEE OR VOLUNTEER OF THE CALIFORNIA SCIENCE CENTER OR THE CALIFORNIA MUSEUM OF SCIENCE AND INDUSTRY?
 NO YES IF YES, WHEN? _____

ARE YOU CURRENTLY EMPLOYED? Yes No IF SO, MAY WE CONTACT YOUR CURRENT EMPLOYER? Yes No

NAMES OF RELATIVES EMPLOYED BY THIS ORGANIZATION

| | | |
|------------|---------------------|------------------|
| NAME _____ | RELATIONSHIP: _____ | DEPARTMENT _____ |
| NAME _____ | RELATIONSHIP: _____ | DEPARTMENT _____ |

IF HIRED, WOULD YOU HAVE RELIABLE MEANS OF TRANSPORTATION TO AND FROM WORK? Yes No

ARE YOU AT LEAST 18 YEARS OLD? (If under 18, hire is subject to verification that you are of minimum legal age.) Yes No

IF HIRED, CAN YOU PRESENT EVIDENCE OF YOUR U.S. CITIZENSHIP OR PROOF OF YOUR LEGAL RIGHT TO LIVE AND WORK IN THIS COUNTRY?
 Yes No

ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING, EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION? Yes No If no, describe the functions that cannot be performed: _____

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and a skill and agility test.)

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE (felony or serious misdemeanor)? (Convictions for marijuana-related offenses that are more than two years old need not be listed) Yes No If yes, state nature of the crime(s), when and where convicted. _____

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, date of the offense, the surrounding circumstances and the relevance of the offence to the position(s) applied for may, however, be considered.)

EMPLOYMENT DESIRED

POSITION (S) APPLYING FOR: _____ SALARY DESIRED: _____
 Regular Full-time work Regular Part-Time work Temporary work, e.g., summer or holiday work

WHAT DAYS AND HOURS ARE AVAILABLE FOR WORK? _____
 AVAILABLE FOR WORK ON WEEKENDS AVAILABLE TO WORK OVER-TIME, IF NECESSARY

IF HIRED, ON WHAT DATE CAN YOU START WORK? _____ HOW WERE YOU REFERRED TO US? _____

EDUCATION, TRAINING AND EXPERIENCE

| TYPE OF SCHOOL | NAME AND ADDRESS, CITY & STATE | YRS. COMPLETED | GRADUATED? | DEGREE OR DIPLOMA |
|---------------------|--------------------------------|----------------|------------|-------------------|
| HIGH SCHOOL | | | | |
| COLLEGE/UNIVERSITY | | | | |
| VOCATIONAL/BUSINESS | | | | |

MANY OF OUR GUESTS DO NOT SPEAK ENGLISH. DO YOU SPEAK, WRITE OR UNDERSTAND ANY FOREIGN LANGUAGES? YES NO
 If so, which language(s) _____

DO YOU HAVE ANY OTHER EXPERIENCE, TRAINING, QUALIFICATIONS OR SKILLS, WHICH YOU FEEL, MAKES YOU ESPECIALLY SUITED FOR WORK AT THE CALIFORNIA SCIENCE CENTER? YES NO If so, please explain _____

EMPLOYMENT HISTORY

List below all present and past employment starting with your most recent employer (last five years is sufficient). Account for all periods of employment. You must complete this section even if attaching a resume. ATTACH ADDITIONAL PAGE(S) IF NECESSARY.

| | | |
|--|----------------------------|---|
| EMPLOYER _____ | ADDRESS _____ | PHONE _____ |
| TYPE OF BUSINESS _____ | IMMEDIATE SUPERVISOR _____ | DATES OF EMPLOYMENT From: _____ To: _____ <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time |
| YOUR POSITION AND DUTIES _____ | | |
| REASON FOR LEAVING _____ | | HOURLY OR ANNUAL PAY: Starting _____ Ending _____ |
| May we contact this employer for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

| | | |
|--|----------------------------|---|
| EMPLOYER _____ | ADDRESS _____ | PHONE _____ |
| TYPE OF BUSINESS _____ | IMMEDIATE SUPERVISOR _____ | DATES OF EMPLOYMENT From: _____ To: _____ <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time |
| YOUR POSITION AND DUTIES _____ | | |
| REASON FOR LEAVING _____ | | HOURLY OR ANNUAL PAY: Starting _____ Ending _____ |
| May we contact this employer for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

| | | |
|--|----------------------------|---|
| EMPLOYER _____ | ADDRESS _____ | PHONE _____ |
| TYPE OF BUSINESS _____ | IMMEDIATE SUPERVISOR _____ | DATES OF EMPLOYMENT From: _____ To: _____ <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time |
| YOUR POSITION AND DUTIES _____ | | |
| REASON FOR LEAVING _____ | | HOURLY OR ANNUAL PAY: Starting _____ Ending _____ |
| May we contact this employer for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

| NAME | ADDRESS & PHONE | OCCUPATION | NO. OF YRS ACQUAINTED |
|------|-----------------|------------|-----------------------|
| | | | |
| | | | |
| | | | |

PRE-EMPLOYMENT STATEMENT:

Please read carefully, initial each paragraph and sign below

 Initials I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection if this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

 Initials I hereby authorize the California Science Center Foundation to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the California Science Center Foundation any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. I hereby release the California Science Center Foundation, my former employer and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

 Initials I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the California Science Center Foundation. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option for either myself or the California Science Center Foundation, and that no promises or representations contrary to the foregoing are binding on the California Science Center Foundation unless made in writing and signed by me and the California Science Center Foundation's designated representative. All prior agreements are superseded by the at-will policy.

 Applicant's Signature

 Date

CALIFORNIA SCIENCE CENTER FOUNDATION
SURVEY/BACKGROUND INVESTIGATION AUTHORIZATION

APPLICANT SURVEY

NOTE: *False statements made under penalty of perjury may also result in criminal prosecution.*

Please answer all of the following questions with “yes” or “no”

- Have you ever used, or have been known by any other name? o Yes o No
- Have you ever advised, advocated, taught or been a member or affiliated with any group, society, association, organization or party which teaches the overthrow by force or violence of the Government of the United States or the State of California? o Yes o No
- Have you ever been placed on probation or had a complaint or petition filed against you as an adult or juvenile, for other than traffic violations? o Yes o No
- Have you ever been convicted of a misdemeanor/felony assault, battery, drug possession, child abuse or DUI? o Yes o No

If you answered “yes” to any of the above questions, please explain below.

(Please note that a “yes” answer to any of the above questions may not necessarily exclude you from employment.)

BACKGROUND INVESTIGATION / APPLICANT CERTIFICATION AND AUTHORIZATION

NOTE: *Parent/Guardian consent is required for all Youth/Minors, prior to conducting the investigation.*

I hereby give the **CALIFORNIA SCIENCE CENTER FOUNDATION** the right to conduct an investigation of my background. I understand that the investigation may include inquiry into my past employment, volunteer activities, education, including but not limited to, credit, criminal background information and driving record. I release from all liability all persons, companies, schools, and corporations supplying such information. I indemnify the **CALIFORNIA SCIENCE CENTER FOUNDATION** against any liability, which might result from making such investigation. Additionally, I agree that the **CALIFORNIA SCIENCE CENTER FOUNDATION** may obtain a consumer report or other information regarding me and may consult certain files, which are available. I understand that any false answers, statements, implications or derogatory information made by me or which is revealed as a result of this background investigation based on information supplied in any application for employment or volunteer opportunities, or other required documents, may be considered sufficient cause for denial of employment, volunteer opportunities or, discharge.

I understand that for Employment Opportunities, the **CALIFORNIA SCIENCE CENTER FOUNDATION** may contact my previous employers and I authorize those employers to disclose to the **CALIFORNIA SCIENCE CENTER FOUNDATION** and release them from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of such information by any person or party, whether such information is favorable or unfavorable to me.

Should a background investigation or consumer report be obtained in connection with my application for employment, or volunteer opportunities, I understand that I will receive a copy of the reports, free of charge, and the report will be delivered to me in person or mailed to me at the address indicated on my employment or volunteer application.

I have read and understand the Applicant Disclosure, a copy of which I acknowledge receiving, advising me that a comprehensive background investigation will be conducted, which may include inquiry into past employment, education, and activities, including but not limited to, credit, criminal background information and my driving record.

I declare under penalty of perjury that all statements on this form and attachments are true and complete to the best of my knowledge. I further understand that false, misleading or incomplete information shall be cause for disqualification.

Name of Applicant (Print)

Applicant Signature

Date

Parent/Guardian (Print)

Parent/Guardian Signature

Date

COMPLETE THIS FORM AND RETURN WITH YOUR APPLICATION

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BACKGROUND INVESTIGATION

APPLICANT DISCLOSURE

The CALIFORNIA SCIENCE CENTER FOUNDATION will conduct a background investigation. The investigation will be comprehensive and may include inquiry into past employment, volunteer activities, and education, including but not limited to credit, criminal background information and driving record.

The CALIFORNIA SCIENCE CENTER FOUNDATION has contracted with IMI Data Search, Inc., 275 E. Hillcrest Dr., Suite 100 Thousand Oaks, CA 91360, to conduct the background investigation.

Furthermore, the CALIFORNIA SCIENCE CENTER FOUNDATION may obtain a consumer report or other information and may consult certain files that are available.

APPLICANT COPY

Keep This Copy for your Records

***(PARENT/GUARDIAN SHOULD ALSO RECEIVE A COPY
FOR APPLICATIONS SUBMITTED BY YOUTH/MINORS)***