



Application and Employment Information

Applications may be delivered in one of the following ways:

Mailing address:

Part Time Position
Waldensian Heritage Museum
PO Box 111
Valdese, NC 28690

Email: whmuseumhiring@gmail.com

Hand Deliver to:

Waldensian Heritage Museum
208 Rodoret Street S
Valdese, NC 28690

Envelope must be marked on the outside: "Application"

Deadline: *Position is open until filled*

Contacts for questions:

Telephone: 828-874-1111

Email: whmuseumhiring@gmail.com

Position Compensation: The position is a non-exempt position with an hourly rate of \$15 per hour



Part Time Employee Job Description

The Waldensian Heritage Museum Part Time Employee must conform to and promote the mission, guiding principles and policies of the organization, as established by the Board of Trustees. The Part Time Employee will be responsible for assisting and supplementing the Executive Director with the operation of the museum and will assist with correlating the various facets into a smoothly functioning entity that preserves and promotes the cultural heritage, the genealogical records, and the religious devotion of the Waldenses for those within and beyond the boundaries of our local, regional, national, and international communities.

Essential Duties and Responsibilities:

(Note: The duties and responsibilities listed below may not be entirely inclusive. Other related responsibilities may apply in each category).

1. Assisting with Museum Communications as determined by the Executive Director, the Programming Committee and the WHF Board of Trustees – including, but not limited to, web site and other social media
2. Assisting with Museum Tours as determined by the Executive Director, the Programming Committee and WHF Board of Trustees
3. Assisting with General Museum Appearance as needed
4. Assisting with Museum Gift Shop as needed
5. Assisting with Museum Promotion as determined by the Executive Director, the Programming Committee and the WHF Board of Trustees – including brochures and use of social media
6. Assisting with Special Events as needed – including, but not limited to the 17th Celebration; Festival Day; the Celebration of the Glorious Return and other events as determined by the Executive Director, the Programming Committee and the WHF Board of Trustees
7. Assisting with Artifacts Curation as determined by the Executive Director, the Programming Committee and the WHF Board of Trustees
8. Assisting with Museum Library as determined by the Executive Director, the Programming Committee and the WHF Board of Trustees
9. Other duties and responsibilities as outlined in the WHF bylaws or assigned by the Executive Director, The Programming Committee and/or the WHF Board of Trustees
10. Must be willing to work a minimum of two Saturdays a month to conduct tours of the museum

Professionalism:

1. Begins work on time/works scheduled hours; keeps absences to a minimum
2. Keeps abreast of WHF policies and procedures
3. Dresses appropriately for position including special events/celebrations
4. Adapts to changes in the work environment

Communications:

1. Exhibits good listening and comprehension skills
2. Maintains effective professional relations
3. Participates fully in meeting Foundation objectives

Planning & Organization:

1. Prioritizes and plans work activities

Quality:

1. Works within ethical standards
2. Participates in performance improvement activities

Summary of Qualifications:

1. Ability to work collegially and effectively in planning and programming with a wide variety of people
2. Effective organizational skills
3. Proficient oral and written communication
4. Effective problem-solving skills
5. Technologically adept, including ability to post and to remove information from museum's official Facebook and Webpage
6. Mature judgment with sufficient intellectual capacity to perform the duties of this position

Hours Requirement: This position is approved for 13 hours per week



EMPLOYMENT APPLICATION

An Equal Opportunity/Affirmative Action Employer

Submit Applications by:

Mail: PO Box 111 Valdese, NC 28690 | Delivery: 208 Rodoret Street S, Valdese, NC 28690

Email: whmuseumhiring@gmail.com

Fill out all sections **COMPLETELY** and to the best of your ability. Your application will be used as part of the hiring process and, therefore, should represent your best effort. **Unsigned, or incomplete applications will not be considered.** Once submitted, application materials become the property of the Waldensian Heritage Foundation Museum. Photocopied applications must have an original signature and current date. If a position is posted as "may close without notice," **APPLY IMMEDIATELY.**

CURRENT INFORMATION

(1) POSITION TITLE: _____ DATE: _____

(2) When will you be available for employment? (i.e., immediately, 2 weeks' notice) _____

(3) Are you seeking Full-time Part-time Temporary Only

(4) NAME: _____
(Last) (First) (Middle)

(5) ADDRESS: _____
Street or PO Box City State Zip

(6) TELEPHONE #: _____ E-MAIL: _____

GENERAL INFORMATION

If you need to explain any answer, use the space under EXPLANATIONS near the end of this application.

(8) Have you ever been employed with the Waldensian Heritage Museum? Yes No
If YES, what department and when: _____

(9) Have you applied to the Waldensian Heritage Museum? Yes No
If YES, indicate what position and when: _____

(10) Are you now or were you previously related in any way to a Waldensian Heritage Foundation Trustee or a museum employee? Yes No

If YES, give name, relationship: _____

(11) Are you able to perform all of the duties of the job you have applied for? Yes No

(12) Have you ever been convicted of a felony? If YES, please explain under EXPLANATIONS. NOTE: A conviction record will not necessarily exclude you from employment. Factors such as age at time of offense, rehabilitation efforts, length of time since the offense, and nature of the crime will be taken into consideration. Yes No

(13) Are you an American citizen or do you currently have authorization to work in the U.S.? Yes No

EDUCATION - Provide your complete history

(14) Indicate highest school year completed: (i.e., 8, 12, 16) _____

(15) Name of High School: _____ City _____ State _____

(16) Have you received a high school diploma or equivalent? Yes No

Education Beyond High School	Name and Location	Attended From				Did You Graduate?	Credit Hours	Degree, Diploma, Certificate Earned or # of Yrs.	Major Minor
		Mo.	Yr.	Mo.	Yr.				
College(s) University(ies)						Yes No			
Graduate or Professional Schools						Yes No			
Technical Institutes, Internship, Other						Yes No			

KNOWLEDGE, SKILLS & ABILITIES

(21) Please list any special knowledge, skills, or abilities you have that you feel are applicable to the position for which you are applying. Include skills with equipment or machines you can operate.

REGISTRATIONS, LICENSES, CERTIFICATIONS

(22) List fields of work for which you have been registered, licensed or certified:
Registration: State: No: Exp. Date: Other:

EMPLOYMENT

Record your most recent work history in the spaces below. If needed, additional sheets containing the same information and in the same format are acceptable. BEGIN with your current or most recent position. Include military and related volunteer experience. Be sure to account for gaps in your employment history. **ALL SPACES MUST BE COMPLETED OR MARKED N/A (not applicable).** "See attached resume" is NOT acceptable in the duties space.

A. CURRENT OR MOST RECENT EMPLOYMENT (or explain gap in employment)

Job Title: Starting Salary: Last Salary:
Date Employed: Date Separated:
Employer or Company:
Employer or Company Address:
Name & Title of most current supervisor:
Full-time for: Years Months | Part-time for: Years Months - # of hours per week:
Duties in order of importance:

Reason for leaving or desiring change:

B. NEXT MOST RECENT EMPLOYMENT (or explain gap in employment)

Job Title: Starting Salary: Last Salary:
Date Employed: Date Separated:
Employer or Company:
Employer or Company Address:
Name & Title of most current supervisor:
Full-time for: Years Months | Part-time for: Years Months - # of hours per week:
Duties in order of importance:

Reason for leaving or desiring change:

C. NEXT MOST RECENT EMPLOYMENT (or explain gap in employment)

Job Title: Starting Salary: Last Salary:
Date Employed: Date Separated:
Employer or Company:
Employer or Company Address:
Name & Title of most current supervisor:
Full-time for: Years Months | Part-time for: Years Months - # of hours per week:
Duties in order of importance:

Reason for leaving or desiring change:

D. NEXT MOST RECENT EMPLOYMENT (or explain gap in employment)

Job Title: Starting Salary: Last Salary:
Date Employed: Date Separated:
Employer or Company:
Employer or Company Address:
Name & Title of most current supervisor:
Full-time for: Years Months | Part-time for: Years Months - # of hours per week:
Duties in order of importance:

Reason for leaving or desiring change:

- (25) Have you had disciplinary action taken against you in the past 12 months? Yes No If YES, explain under EXPLANATIONS. (A YES will not automatically disqualify you.)
- (26) a.) Have you ever been dismissed or forced to resign from any job held? Yes No
 b.) Were you dismissed or forced to resign for disciplinary reasons? Yes No
 If YES to "a" or "b", explain under EXPLANATIONS. (A YES will not automatically disqualify you.)
- (27) May we contact your present employer for reference prior to an interview (if granted)? Yes No
 If you are not currently employed, please check here N/A (___). If NO, explain under EXPLANATIONS.

Explanations:

Item #1: _____
 Item #2: _____
 Item #3: _____
 Item #4: _____

REFERENCES:

Please provide name, email address and telephone number of three references not related to you.

Reference #1: _____
 Reference #2: _____
 Reference #3: _____

CERTIFICATION & RELEASE – MUST BE SIGNED AND DATED BELOW:

- To the best of my knowledge and belief, the information given truly represents my background and experience. I understand that if I have knowingly or negligently misrepresented, falsified or omitted any information during the application process, or have made any changes to the format or wording of this application form, I may be disqualified for employment consideration or dismissed from employment with the Waldensian Heritage Museum.
- I authorize my current and former employers to give any information regarding me or my employment, whether or not it is on their records. I hereby release them from any damage whatsoever for issuing same.
- I also authorize educational institutions which I attended to reveal my scholastic ratings, as well as degrees or certificates earned, to the Waldensian Heritage Museum; and associations, registration and licensing boards and to others to furnish whatever detail is available concerning my qualifications. Notwithstanding any provision of State or Federal law, I expressly waive any right I have to review information the Waldensian Heritage Museum receives from an employer or educational institution under a promise of confidentiality.
- I also permit the Waldensian Heritage Museum to conduct a Police, Court, and/or Credit Investigation of my background where related to the job for which I am applying.
- I understand that if I apply or have applied for certain jobs, I may be tested for drug and alcohol use to determine if I am currently using or abusing these substances. I consent to the testing and understand that the results could preclude my appointment. I understand and acknowledge that should I be employed by the Waldensian Heritage Museum, then I serve "at will". This means that I may be terminated at any time.

Signature: _____ **Date:** _____