



Official Visitors Center of NASA's Johnson Space Center

ATTN: Human Resources  
 1601 NASA Parkway  
 Houston, TX 77058  
 jobs@spacecenter.org

FOR OFFICE USE				
P				
HD				
S				
1	2	3	4	5
N	S	MVR	D	E
FILE #				
BADGE #				

- EVEN IF YOU SUBMIT A RESUME, PLEASE COMPLETE THIS APPLICATION IN ITS ENTIRETY.
- It is the policy of Space Center Houston to provide equal employment opportunity for all employees and applicants without regard to race, religion, color, sex, national origin, age, or other bases prohibited by state or federal law.
- In accordance with the Immigration Reform and Control Act of 1986, any offer of employment is conditioned upon satisfactory proof of applicant's identity and legal ability to work in the United States.

**PERSONAL DATA**

**PLEASE PRINT**

NAME (LAST, FIRST, MIDDLE)		TODAY'S DATE	SOCIAL SECURITY NUMBER	
ADDRESS		CITY	STATE	ZIP
E-MAIL ADDRESS		TELEPHONE		( )
		TELEPHONE		( )

**EMPLOYMENT INTEREST**

FOR WHAT POSITION ARE YOU APPLYING?		ARE YOU AT LEAST 16 YEARS OLD? <input type="checkbox"/> YES <input type="checkbox"/> NO (MINIMUM AGE FOR SCH EMPLOYMENT)	
WHY ARE YOU INTERESTED IN WORKING AT SPACE CENTER HOUSTON?			
HAVE YOU EVER WORKED AT SPACE CENTER HOUSTON? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, NAME THE DEPARTMENT AND WHEN WORKED:			
RELATIVES EMPLOYED BY SPACE CENTER HOUSTON: <input type="checkbox"/> YES <input type="checkbox"/> NO	RELATIVES NAME	DEPARTMENT	RELATIONSHIP
WHERE DID YOU HEAR ABOUT THIS JOB? (PLEASE CHECK ONE)			
<input type="checkbox"/> CITY NEWSPAPER	<input type="checkbox"/> FRIEND	<input type="checkbox"/> FAMILY	<input type="checkbox"/> EMPLOYMENT LINE <input type="checkbox"/> OTHER

**AVAILABILITY**

SPACE CENTER HOUSTON IS OPEN YEAR ROUND. YOUR AVAILABILITY IS A VERY IMPORTANT PART OF YOUR APPLICATION. MOST PART-TIME POSITIONS ARE EVERY SATURDAY AND SUNDAY. PLEASE FILL OUT COMPLETELY.

DATE AVAILABLE FOR WORK: \_\_\_\_\_ CAN YOU WORK ANY SHIFT?  YES  NO  
 IF NO, WHAT SHIFT CAN YOU WORK?  DAY  EVENING  NIGHT

MARK THE DAYS YOU CAN WORK:

SUN	MON	TUES	WED	THURS	FRI	SAT

ARE YOU LOOKING FOR FULL TIME, PART TIME OR TEMPORARY EMPLOYMENT?  
 FULL TIME  PART TIME  TEMPORARY

**CHECK AREAS OF INTEREST:**  ANY POSITION

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> FACILITIES*    | <input type="checkbox"/> CASH CONTROL   | <input type="checkbox"/> VEHICLE REPAIR* |
| <input type="checkbox"/> CLERICAL       | <input type="checkbox"/> CUSTODIAL      | <input type="checkbox"/> TICKET SALES    |
| <input type="checkbox"/> PRESENTER      | <input type="checkbox"/> TICKET TAKER   | <input type="checkbox"/> TOUR GUIDE      |
| <input type="checkbox"/> SYSTEMS*       | <input type="checkbox"/> WARDROBE       | <input type="checkbox"/> TRAM DRIVER*    |
| <input type="checkbox"/> AUDIO VISUAL*  | <input type="checkbox"/> SECURITY*      | <input type="checkbox"/> FOOD SERVICE    |
| <input type="checkbox"/> CAMP COUNSELOR | <input type="checkbox"/> ADMINISTRATION | <input type="checkbox"/> RETAIL          |
| <input type="checkbox"/> OTHER _____    |   |  |

IF APPLYING FOR POSITION MARKED WITH AN \*, PLEASE COMPLETE THE FOLLOWING:

- ARE YOU AT LEAST 18 YEARS OLD?  YES  NO
- VALID TX DRIVER'S LICENSE # \_\_\_\_\_
- NUMBER OF MOVING VIOLATIONS IN PAST 3 YEARS \_\_\_\_\_
- PLEASE LIST ALL OFFENSES RESULTING IN ANYTHING OTHER THAN ACQUITTAL OR DISMISSAL OF CHARGES (E.G. CONVICTION, FINE, LICENSE SUSPENSION, COMMUNITY SERVICE,...) \_\_\_\_\_

## EDUCATIONAL HISTORY

SCHOOL	NAME OF SCHOOL	LOCATION OF SCHOOL (CITY AND STATE)	MAJOR	LEVEL COMPLETED	TYPE OF DEGREE OR CERTIFICATE RECEIVED	GRADE AVERAGE
HIGH SCHOOL				9 10 11 12		
COMMUNITY COLLEGE/TRADE				1 2 3 4		
COLLEGE/UNIVERSITY				1 2 3 4		
GRADUATE SCHOOL						
OTHER TRAINING/ CERTIFICATES						
TYPING - WPM		<input type="checkbox"/> Computer Software (PLEASE LIST SOFTWARE USED)			<input type="checkbox"/> 10 KEY (PLEASE STATE IF BY TOUCH OR SIGHT)	
BECAUSE SPACE CENTER HOUSTON WILL BE VISITED BY VISITORS FROM FOREIGN COUNTRIES, SEVERAL POSITIONS MAY BENEFIT FROM A PERSON'S ABILITY TO USE A LANGUAGE IN ADDITION TO ENGLISH. WHAT LANGUAGES, OTHER THAN ENGLISH, DO YOU SPEAK, READ, OR WRITE? PLEASE INDICATE FLUENCY.						

## EMPLOYMENT HISTORY

**EVEN IF YOU SUBMIT A RESUME, PLEASE LIST YOUR WORK EXPERIENCE BELOW, BEGINNING WITH YOUR PRESENT OR MOST RECENT EMPLOYER. PLEASE INCLUDE ANY SUMMER, PART-TIME, OR VOLUNTEER EXPERIENCE.**

<b>1</b>	PRESENT OR MOST RECENT EMPLOYER		FROM MO/YR	TO MO/YR	JOB TITLE	
	ADDRESS		SALARY/WAGE PER WEEK		REASON FOR LEAVING	
	CITY	STATE				ZIP
			\$			
	NAME OF IMMEDIATE SUPERVISOR		TELEPHONE NUMBER	MAJOR RESPONSIBILITIES		
	TITLE		DEPARTMENT			
MAY WE CONTACT THIS PERSON? <input type="checkbox"/> YES <input type="checkbox"/> NO						

<b>2</b>	EMPLOYER PRIOR TO NO. 1		FROM MO/YR	TO MO/YR	JOB TITLE	
	ADDRESS		SALARY/WAGE PER WEEK		REASON FOR LEAVING	
	CITY	STATE				ZIP
			\$			
	NAME OF IMMEDIATE SUPERVISOR		TELEPHONE NUMBER	MAJOR RESPONSIBILITIES		
	TITLE		DEPARTMENT			

<b>3</b>	EMPLOYER PRIOR TO NO. 2		FROM MO/YR	TO MO/YR	JOB TITLE	
	ADDRESS		SALARY/WAGE PER WEEK		REASON FOR LEAVING	
	CITY	STATE				ZIP
			\$			
	NAME OF IMMEDIATE SUPERVISOR		TELEPHONE NUMBER	MAJOR RESPONSIBILITIES		
	TITLE		DEPARTMENT			

<b>4</b>	EMPLOYER PRIOR TO NO. 3		FROM MO/YR	TO MO/YR	JOB TITLE	
	ADDRESS		SALARY/WAGE PER WEEK		REASON FOR LEAVING	
	CITY	STATE				ZIP
			\$			
	NAME OF IMMEDIATE SUPERVISOR		TELEPHONE NUMBER	MAJOR RESPONSIBILITIES		
	TITLE		DEPARTMENT			

PLEASE INCLUDE ANY ADDITIONAL INFORMATION ON THE NEXT PAGE OF THIS APPLICATION

## REFERENCES

### IDENTIFY THREE PERSONS FAMILIAR WITH YOUR JOB QUALIFICATIONS

NAME	RELATIONSHIP	MAILING ADDRESS	PHONE NUMBER (    )
			PHONE NUMBER (    )
			PHONE NUMBER (    )
			PHONE NUMBER (    )

Please use this space for any additional information which you feel is pertinent to the position for which you are applying. This may include any special skills or qualifications you have acquired from your employment. You may also mention any interests/activities that you believe are relevant to the current job.

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES?  
(VERIFICATION WILL BE REQUIRED UPON HIRING)     YES     NO

HAVE YOU EVER BEEN CONVICTED OF ANY CRIME OTHER THAN A MINOR TRAFFIC INFRACTION?     YES     NO

IF YES, PLEASE EXPLAIN: \_\_\_\_\_

I authorize my present and former employers and other individuals to give information concerning me, whether or not it is on their records, and I release them and their companies from any liability whatsoever. I also authorize Space Center Houston to give information concerning me, whether or not it is on its records, to prospective employers in the future, and release Space Center Houston and its employees from any liability whatsoever. I certify that all statements given on this application are correct and realize that falsification or misrepresentation, including omission, of this or any other personnel record may result in my discharge.

I agree to conform to the rules and regulations of Space Center Houston, and recognize that my employment can be terminated at any time by myself or by Space Center Houston, with or without cause, other than for a reason which is prohibited by law. I understand that no representative of Space Center Houston has authority to enter into any agreement with me for employment for any specified period of time, or that is not terminable at will by myself or Space Center Houston, or to make any representations contrary to the foregoing.

In the event that I am offered employment with Space Center Houston, I agree to drug testing, if requested, and release Space Center Houston from liability for non employment or termination of employment due to the results of such a test.

In the event of employment, and in consideration thereof, Space Center Houston and any person or concern it may authorize will be entitled, without further consent, to copyright, sell, or use in any manner, any picture or photograph of me (including still, video, or motion picture), or recording of my voice.

I HAVE READ, UNDERSTOOD, AND I AGREE TO THE ABOVE	SIGNATURE _____	DATE _____
---	-----------------	------------

THANK YOU FOR YOUR INTEREST IN SPACE CENTER HOUSTON  
WE APPRECIATE THE TIME YOU HAVE TAKEN IN PREPARING THIS APPLICATION

**Space Center Houston Is An Equal Opportunity Employer**