

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: _____ CELL 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

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 _____
YOUR POSITION AND DUTIES _____
REASON FOR LEAVING _____
May we contact this employer for reference? ☐ Yes ☐ No

DATES OF EMPLOYMENT

From: _____ To: _____
☐ Full-Time ☐ Part-Time

EMPLOYER _____ ADDRESS _____ PHONE _____
TYPE OF BUSINESS _____ IMMEDIATE SUPERVISOR _____
YOUR POSITION AND DUTIES _____
REASON FOR LEAVING _____
May we contact this employer for reference? ☐ Yes ☐ No

DATES OF EMPLOYMENT

From: _____ To: _____
☐ Full-Time ☐ Part-Time

EMPLOYER _____ ADDRESS _____ PHONE _____
TYPE OF BUSINESS _____ IMMEDIATE SUPERVISOR _____
YOUR POSITION AND DUTIES _____
REASON FOR LEAVING _____
May we contact this employer for reference? ☐ Yes ☐ No

DATES OF EMPLOYMENT

From: _____ To: _____
☐ Full-Time ☐ Part-Time

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

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, , 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. 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 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 within seven (7) days.

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, 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, 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.

APPLICANT COPY

Keep This Copy for your Records

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



Flight Team Intern

Supplemental Application

Summer 2025 Program

1 Applicant Information

Please print or type.

Applicant Name	Street Address	City	State	Zip Code
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Home Phone	Cell Phone	Email address
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Are you currently enrolled in Math, Science, & Technology Magnet Academy, Theodore Roosevelt High School, or Felicitas & Gonzalo Mendez High School? YES NO
(circle one)

2 Academic Background

Please print or type.

School Name	Year of Anticipated High School Graduation	Grade Point Average (GPA)
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3 Academic Performance

Attach a copy of your most up-to-date high school transcript, showing grades for all courses through Fall 2024 semester. (Note: Report or Progress Report Cards will **NOT** be accepted.)

Personal Statement

4 *Please print or type your answer to the question below on a separate sheet of paper and attach with your complete application. Your response should be at least 2 paragraphs in length, typed, double-spaced on a separate sheet of paper and submitted with your complete application.*

1. Describe a life experience that has had a significant impact on you. How did it shape your values, perspective, or approach to challenges, and what important lessons did you learn from it?

Flight Responses

5

Please answer both questions. Each response should be at least 2 paragraphs in length, typed, double-spaced on a separate sheet of paper and submitted with your complete application.

1. What careers in aviation and aircraft industry interest you the most and why?
2. What specific aspects of aviation are you excited to learn about during this internship, and how do you hope this experience will help you grow?

Application Checklist

6

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

- ☐ Completed and Signed Science Center Foundation Application
- ☐ Completed and Signed Supplemental Application
- ☐ Copy of High School Transcript
- ☐ Personal Statement
- ☐ Flight Responses
- ☐ 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

Email application as a PDF to:

HR@californiasciencecenter.org

Or mail, fax, or drop-off application to:

California Science Center Foundation
Foundation Human Resources Department
700 Exposition Park Drive
Los Angeles, CA 90037
(213) 744-7444
Fax: (213) 744-2673

Application Deadline: Friday, April 4, 2025 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 Flight Teen Intern at the California Science Center. To be eligible for candidacy, the applicant must be a responsible and mature individual who meets the following criteria:

- Must be a 11th – 12th grade student, currently enrolled in Math, Science, & Technology Magnet Academy, Theodore Roosevelt High School, or Felicitas & Gonzalo Mendez High School.
- Minimum 2.0 grade point average (GPA).
- Available to work part-time on weekends from May 24th – June 14th for 7 hours a week.
- Available to work full-time on weekdays from June 16th – August 8th for 35 hours a week
- 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
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Recommender Last Name	Recommender First Name	Title
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School/Organization	Address	Phone Number
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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 airplanes, aviation, or flight related fields.

3 Signature

Signature

Date