

Halloween Nights

at Eastern State Penitentiary

Thank you for your interest in working at *Halloween Nights at Eastern State Penitentiary*! Please read and fill out this application very carefully and bring it with you to your **special FX makeup interview**! We will take your photo at the interview, so there is no need to bring a headshot.

Here is some background information about Eastern State Penitentiary and our Halloween event. It's important that our employees understand the mission behind our operation!

EASTERN STATE PENITENTIARY

When Eastern State Penitentiary opened in 1829, it was the world's first true *penitentiary* and eventually became a model for 300 prisons worldwide. The original seven cellblocks spread like the spokes of a wheel and had running water and central heat before the White House. Its vaulted, sky-lit cells held many of America's most notorious lawbreakers, including Al Capone. The penitentiary was closed in 1971 and was abandoned. Today, the prison stands in ruin.

Daytime prison tours began in 1994, and a private non-profit organization, Eastern State Penitentiary Historic Site Inc. was formed to operate the site and interpret the legacy of American criminal justice reform, from the nation's founding through to the present day, within the long-abandoned cellblocks of the nation's most historic prison. The penitentiary is open for daytime prison tours every day, year-round.

HALLOWEEN NIGHTS

Halloween Nights is our annual Halloween-themed fundraiser event providing safe, fun, high quality entertainment that raises funds used to help fulfill the mission of ESPHS, Inc. All proceeds from the event are used to support the preservation and interpretation of this National Historic Landmark.

INTERVIEW PROTOCOL

Interviews take place one one one **It's important that you have read the specific position descriptions on our website before your interview.** Please note that if you are offered conditional employment at *Halloween Nights*, you must successfully complete both a I-9, a W-4 and be enrolled into our payroll system Paycom before the first night of training on Wednesday, September 7th, 2022. If you are conditionally selected, you will have to fill out a Criminal Background Check. You cannot be hired until you successfully complete all necessary paperwork.

FILL OUT ALL OF THE ATTACHED FORMS AND BRING THEM WITH YOU TO YOUR INTERVIEW ALONG WITH YOUR MAKEUP PORTFOLIO.

PLEASE PRINT NEATLY AND IN ALL CAPITALS

Halloween Nights

at Eastern State Penitentiary

Makeup Applicant Information

2022

PLEASE WRITE IN ALL CAPITALS

Name: _____
(NAME ON ID) LAST FIRST

Preferred Name: _____

Pronouns (optional): _____

Email: _____
REQUIRED

Phone: _____

Please leave blank
for photo

PLEASE CHECK OR CIRCLE YES OR NO

As of today, are you 18 years old or older? YES NO

Have you also applied for an Acting Role? YES NO

Have you previously walked through *Halloween Nights*, *TBTW*,
or *Masquerade*? YES NO

If yes which one? _____ *Halloween Nights* _____ *TBTW* _____ *Masquerade*

Have you previously worked at *Halloween Nights*? YES NO

If yes, what position and when?

Are you allergic to any makeup, food or material that might be
used in the show? YES NO

If yes, please list:

Do you have any experience directly related to the makeup position? **YES** **NO**

Do you have a valid Pennsylvania State Cosmetology License? **YES** **NO**

Are you comfortable styling hair? **YES** **NO**

What products/tools do you have experience with? *PLEASE CIRCLE ALL THAT APPLY*

PROS-AIDE TRANSFERS **AIRBRUSH MAKEUP** **WATERMELON VINYL** **ENCAPSULATED PROSTHETICS**
FOAM LATEX **SILICONE** **LATEX** **SKIN ILLUSTRATOR**

T-Shirt Size *PLEASE CIRCLE PREFERRED SIZE*

Men's T-Shirt Size: **S** **M** **L** **XL** **2XL**

Women's T-Shirt Size: **S** **M** **L** **XL** **2XL**

Why do you want to be on the FX Makeup crew?

What is your favorite makeup product and why?

What else we should know about you?

Please list your last two places of employment.

Employer: _____

Title: _____

Start Date: _____ **End Date:** _____

Reason for leaving: _____

Employer: _____

Title: _____

Start Date: _____ **End Date:** _____

Reason for leaving: _____

Call Backs – Hiring Notification Email

We appreciate that you auditioned and/or interviewed for *Halloween Nights*, but because of the large number of applicants, it is not possible to call back every single applicant. Positions are filled on an ongoing basis. **YOU MUST PROVIDE AN EMAIL ADDRESS IN ORDER TO BE HIRED.**

If you are hired for a position, you will receive an email from a member of the hiring team.

This email could come anytime from now through the end of the show run, as some positions do tend to become available after the season begins. **Please do not call or email us asking if you have been hired.**

2022 Employee Commitment Calendar

ESP COPY – TURN IN WITH YOUR APPLICATION

Prior to the show run, we have staff come in for select training nights listed in calendar below. The specific dates will be determined depending on your assigned position. *Training is paid and mandatory.*

If you have full availability for all training and show nights listed below, CHECK HERE _____

DUE TO THE LIMITED NUMBER OF POSITIONS AVAILABLE, APPLICANTS WITH THE MOST AVAILABILITY WILL BE CONSIDERED FIRST

Makeup call times range from **3:15 pm & 3:45 pm** depending on the day of the week.

Work end times vary, **be prepared to stay until 8 pm for every show night** worked.

PLEASE INDICATE THE EARLIEST TIME YOU ARE AVAILABLE TO COME TO WORK NEXT TO EACH DAY.

MON. _____ TUE. _____ WED. _____ THUR. _____

FRI. _____ SAT. _____ SUN. _____

Please “X” out all
the dates you are
unable to work.

Training Dates 6 PM - 10 PM

SUN	MON	TUE	WED	THUR	FRI	SAT	SEPT.
			7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22			

SHOW Nights 3:15 PM - 8 PM

SUN	MON	TUE	WED	THUR	FRI	SAT	SEPT.
18	19	20	21	22	23	24	
25	26	27	28	29	30	1	
2	3	4	5	6	7	8	OCT.
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31	1	2	3	4	5	NOV.
6	7	8	9	10	11	12	

Please “X” out all
the dates you are
unable to work.

**2022 Employee Commitment Calendar
Applicant Copy - KEEP FOR YOUR RECORDS**

Prior to the show run, we have staff come in for select training nights listed in calendar below. The specific dates will be determined depending on your assigned position. *Training is paid and mandatory.*

If you have full availability for all training and show nights listed below, CHECK HERE _____

DUE TO THE LIMITED NUMBER OF POSITIONS AVAILABLE, APPLICANTS WITH THE MOST AVAILABILITY WILL BE CONSIDERED FIRST

Makeup call times range from **3:15 pm & 3:45 pm** depending on the day of the week.

Work end times vary, **be prepared to stay until 8 pm for every show night** worked.

PLEASE INDICATE THE EARLIEST TIME YOU ARE AVAILABLE TO COME TO WORK NEXT TO EACH DAY.

MON. _____ TUE. _____ WED. _____ THUR. _____

FRI. _____ SAT. _____ SUN. _____

Please "X" out all
the dates you are
unable to work.

Training Dates 6 PM - 10 PM

SUN	MON	TUE	WED	THUR	FRI	SAT	SEPT.
			7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22			

SHOW Nights - 3:15 PM- 8 PM

SUN	MON	TUE	WED	THUR	FRI	SAT	SEPT.
18	19	20	21	22	23	24	
25	26	27	28	29	30	1	OCT.
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	NOV.
30	31	1	2	3	4	5	
6	7	8	9	10	11	12	

Please "X" out all
the dates you are
unable to work.