



2021 Halloween Fundraiser Operations Application

Thank you for your interest in working at Eastern State Penitentiary's annual Halloween event! Please read and fill out this application carefully and bring it with you to your **customer service and retail 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 fundraiser. 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.

Today, the penitentiary is one of Philadelphia's most popular regional attractions, attracting more than 350,000 visitors annually for daytime prison tours, *Night Tours* and special events, including the Halloween fundraiser.

Halloween Fundraiser

This year we are celebrating the 30th anniversary of our Halloween fundraiser. Our 2021 season event will include a variety of Halloween themed attractions and experiences with the goal of providing safe, fun, high quality entertainment to raise 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 in groups of 5 to 6 people. **It's important that you have read the specific Customer Service and Retail position job descriptions on our website before your interview.** You should decide what positions interest you the most and for which roles you are best qualified. Please be ready to discuss your answers.

Please note that if you are offered conditional employment, 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 Tuesday, September 7th, 2021. 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 in the Paycom system. **Fill out all of the attached forms and bring them with you to your audition.**

2021 Operations Application for Customer Service, Retail, Line Control, Custodial and Parking Attendant Positions

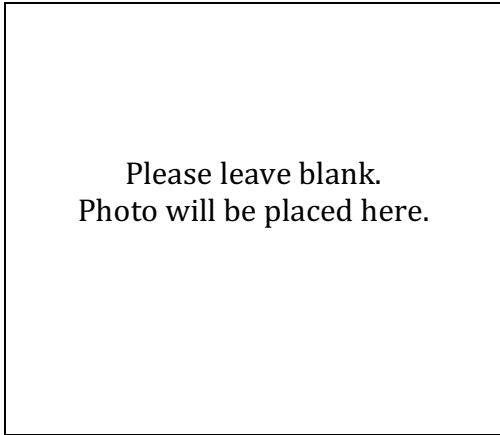
*** PLEASE PRINT NEATLY, CLEARLY, AND IN ALL CAPS ***

Name: _____

Pronouns (optional): _____

Email (REQUIRED): _____

Phone: _____



1. As of today, are you 18 years old or older? **Yes or No (circle)**
2. Have you also applied for an Acting Role? **Yes or No (circle)**
3. Have you previously attended our Halloween Event/ Masquerade as a visitor? **Yes or No (circle)**
 - a. If yes, please circle which one: **Halloween Event** **Masquerade**
4. Have you previously worked at Eastern State? **Yes or No (circle)** If yes, what position and when:

5. Rank your top three preferred positions (write in 1, 2 & 3):

Retail Staff _____ Guest Services Staff _____ Custodial Staff _____

Parking Lot Attendants _____ Line Control* _____

**** Line Control positions may require full costume and makeup.
All other positions wear uniform, but no costume/makeup.***

6. Please circle any of the following skills or experience that applies to you:

- | | | | | |
|-----------|------------|--------------|----------------|---------------|
| Events | Theme Park | Hospitality | Restaurant | Bar |
| Ticketing | Retail | Line Control | Transportation | Phone Support |

7. Describe what you think is involved in creating an excellent customer service experience.

8. Are you comfortable with speaking to large groups? **Yes or No** (circle)

Are you comfortable with speaking on a microphone? **Yes or No** (circle)

(If yes, please give an example when you had to speak to a large group and or had to use a microphone to speak to a large group, and how many people.)

9. Are you allergic to any makeup, food or material that might be used in the show? **Yes or No** (circle)
(If yes, please list.)

10. What else should we know about you?

11. Please list your last two places of employment.

Employer	Title	Start Date	End Date	Reason for leaving

Eastern State Penitentiary Historic Site Equal Opportunity Employer Statement

Eastern State Penitentiary Historic Site Inc. is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, gender identity, gender expression, arrest record or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

ESPHS strongly believes in second chances and, as such, is committed to providing appropriate employment opportunities to those who have been incarcerated. As a condition of employment, all individuals who accept an employment offer must complete a criminal background check. Eastern State will review any criminal record and make appropriate employment decisions in accordance with applicable law and its policies.

Call Backs – Hiring Notification Email

We appreciate your auditioning and/or interviewing for our annual Halloween fundraiser, 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.**

2021 Employee Commitment Calendar

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.

Work start times range from 3:45pm to 6pm depending on the position.

Please indicate the earliest time you could arrive to work on a weekday (Mon-Friday): _____

Please indicate the earliest time you could arrive to work on a weekend (Sat & Sun): _____

Work end times vary, but you should be prepared to stay until 2am for every show night worked.

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.

Please be honest regarding your availability for the show on the calendar below. Changes to your availability after you are hired will be counted as unexcused absences and may result in termination.

2021 Training Dates 6 pm – 10 pm

Please "X" out
any dates you
are not available.

S	M	T	W	T	F	S	SEPT.
2 0 2 1							
Rain or Shine							
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23			

2021 Show Nights 6 pm – 2 am

Please "X" out
any dates you
are not available.

S	M	T	W	T	F	S	SEPT.
2 0 2 1							
Rain or Shine							
19	20	21	22	23	24	25	
26	27	28	29	30	1	2	
3	4	5	6	7	8	9	OCT.
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	6	NOV.
7	8	9	10	11	12	13	

ESP COPY – TURN IN WITH YOUR APPLICATION

2021 Employee Commitment Calendar

APPLICANT COPY – PLEASE COMPLETE AND KEEP FOR YOUR RECORDS

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Costumes & Uniforms

Fitting Information

For costumes/uniforms to fit, please be as honest as possible with your measurements/sizes. If unknown, you may leave it blank:

Height _____ Weight _____ Pants(waist/length) _____ Dress _____ Suit/Jacket _____

Circle: Right or Left-Handed Any special fit concerns: _____

Circle T-shirt Size: S M L XL 2XL 3XL 4XL 5XL

First and Last Name: _____

Department (For office use only): _____