

# TERROR BEHIND THE WALLS®

Thank you for your interest in working at Eastern State Penitentiary's Halloween fundraiser event, *Terror Behind the Walls*! Please read and fill out this application very 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. (If you are also interested in an Acting role, you will need to return on a separate evening for an audition. You cannot audition and interview on the same night.)

Here is some background information about Eastern State Penitentiary and our haunted attraction. It's important that all of 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 criminals, 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. ESPHS works to preserve and restore the architecture of Eastern State Penitentiary; to make the Penitentiary accessible to the public; to explain and interpret its complex history; to place current issues of corrections and justice in an historical framework; and to provide a public forum where these issues are discussed. The penitentiary is open for daytime prison tours seven days a week, year-round.

## ***Terror Behind the Walls (TBTW)***

*TBTW* is a Halloween themed family 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 in groups of 5 to 6 people. **It's important that you have read the specific Customer Service and Retail position 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 at *Terror Behind the Walls*, you must successfully complete both a I-9 and a W-4 before the first night of training on September 4, 2019. Also, after 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 audition.**

**PLEASE PRINT NEATLY AND CLEARLY.**

**2019 Customer / Guest Services, Retail, & Box Office Application**

Name: \_\_\_\_\_

Email (REQUIRED): \_\_\_\_\_

Phone: \_\_\_\_\_



1. Are you 18 y.o. or older? Yes or No (circle)
2. Have you already applied for an Acting Role? Yes or No (circle)
3. Have you previously walked through TBTW as a visitor? Yes or No (circle)
4. Have you previously worked at TBTW? In what position and when:
5. Rank your top three preferred positions (write in 1, 2 & 3):

Box Office \_\_\_\_\_ Retail Staff \_\_\_\_\_ Guest Services Staff \_\_\_\_\_

Ghost Bus Parking Lot Attendants \_\_\_\_\_ Line Staff\* \_\_\_\_\_ Custodial Staff \_\_\_\_\_

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

6. What experience do you have working at events, attractions or in the hospitality industry that applies to the position you are applying for?
7. Why do you want to work at *Terror Behind the Walls*?
8. Describe what you think is involved in creating an excellent customer service experience.

9. How did you hear about this audition? (Please circle all that apply.)

ESP/TBTW Website   TBTW/ESP Email list   Craig's List   Facebook   Twitter   Friend   Other: \_\_\_\_\_

10. Are you willing to wear a mask for an entire show night (6-8 hours)? Yes or No (circle)

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

12. Is there anything else you think we should know about you?

13. In addition to the training times and show nights listed on the next page, are you available to work promotional or press events? Yes or No (circle)

If yes, please circle the times you are available:

Weekday AM      Weekday PM      Weekend AM      Weekend PM

Are you willing to drive to promotional or press appearances? Yes or No (circle)

If yes, are you willing to use your own vehicle? Yes or No (circle)

### **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.

## 2019 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 6 pm 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.

### 2019 Training Dates 6 pm – 10 pm

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

S	M	T	W	T	F	S	SEPT.
2019		Rain or Shine					
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19			

### 2019 Show Nights 6 pm – 2 am

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

S	M	T	W	T	F	S	SEPT.
2019					20	21	
22	23	24	25	26	27	28	
29	30	1	2	3	4	5	
6	7	8	9	10	11	12	OCT.
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31	1	2	NOV.
3	4	5	6	7	8	9	

**ESP COPY – TURN IN WITH YOUR APPLICATION**

## 2019 Employee Commitment Calendar

### APPLICANT COPY – PLEASE COMPLETE AND KEEP FOR YOUR RECORDS

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3	4	5	6	7	8	9	

### Call Backs – Hiring Notification Email

We appreciate your auditioning and/or interviewing for *TBTW*, 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 open up after the season begins. **Please do not call or email us asking if you have been hired.**

## 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): \_\_\_\_\_