

# 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 **education 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 seven days a week, 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 in groups of 5 to 6 people. **It's important that you have read the specific education 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 7<sup>th</sup>, 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.

## **Educator Engagement Interview Activity**

Eastern State Penitentiary Educators work hard to develop guided tours with memorable themes, to be clear, concise and audible in delivery, and to come across as warm and approachable. This exercise is an opportunity for you to demonstrate these core educator characteristics.

Prepare a two- to four-minute true story that has a clear beginning, middle, and end. This short talk can be based on a personal experience, historic or current events. Please be sure you are comfortable discussing the topic you choose. Your story does not need to be related to incarceration or Eastern State Penitentiary. Notes are not permitted. The audience for the presentation will include the interview team and other interviewees in your group.

As you prepare, consider:

- What can the audience learn from the story?
  - What makes your story relevant?
  - Think broadly!
  - What should we walk away thinking about?
- How can you involve the audience?
  - Engaging questions?
  - Discussion?
  - Is there something we can do together?

This is a chance to practice using themes and contexts, to be engaging and friendly, and let your personality shine through. Don't worry about accuracy!

**Fill out all of the attached forms and bring them with you to your audition.**  
**PLEASE PRINT NEATLY AND IN ALL CAPITALS.**

**2022 Education Application**

**\*Please write in all capitals\***

**Name:** \_\_\_\_\_  
(Name on ID)

Please leave blank.  
Photo will be placed here.

**Preferred 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 walked through Eastern State Penitentiary as a visitor? **YES or NO (circle)**
  - a. If yes, please circle which one(s): **Halloween Nights**                      **TBTW**                      **Masquerade**  
**Daytime Tours**    **Night Tours**
  
  - b. What did you remember about your visit?

4. Have you previously worked at Eastern State Penitentiary? If yes, what position and when:

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

6. Do you have any experience as an educator, tour guide, mentor, etc.? *Experience is not required.* If so, explain.

7. Are you comfortable with learning and memorizing a lot of information? **YES or NO (circle)**

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

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 *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**

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 5:00 pm to 6:00 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 12:00 am for every show night worked.

Prior to the show run, we have staff come in for select training nights listed in the 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.

**2022 Training Dates**  
**6 pm – 10 pm**

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

S	M	T	W	T	F	S	SEPT.
2022			Rain or Shine				
			7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22			

**2022 Show Nights**  
**6 pm – 2 am**

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

S	M	T	W	T	F	S	SEPT.
2022			Rain or Shine				
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	

## 2022 Employee Commitment Calendar

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

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## Uniforms

### Fitting Information

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

**Hat Size:**        S/M            L/XL

**T-shirt size:**   XSmall   Small   Medium   Large   XL   XXL   XXXL

**Polo size:**     XSmall   Small   Medium   Large   XL   XXL   XXXL

**Fleece Vest Size:**    XSmall   Small   Medium   Large   XL   XXL   XXXL

**Jacket Size:**     XSmall   Small   Medium   Large   XL   XXL   XXXL

**Preferred Fit:**        Ladies            Unisex

Any special fit concerns: \_\_\_\_\_

First and Last Name: \_\_\_\_\_

Pronouns: \_\_\_\_\_

Department (For office use only): \_\_\_\_\_