

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 5, 2018. 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.

Call Backs – Hiring Notification Email

We appreciate your auditioning and/or interviewing for *TBTW*, but because we have hundreds of people apply, 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 later on. **Please do not call or email us asking if you have been hired.**

Fill out all of the attached forms and bring them with you to your interview.

2018 Customer / Guest Services, Retail, & Box Office Application

Name: _____

Email (REQUIRED): _____

Phone: _____

Must be 18 or older. Circle: Yes or No

Already applied for Acting Role? Circle: Yes or No

Please rank your top three preferred positions (write in 1, 2 & 3):

Must wear full Costume and Makeup

Must wear uniform (No costume/makeup)

Line Staff _____

Guest Services _____ Retail Staff _____

Box Office _____

Ghost Bus Parking Lot Attendants _____

Have you worked at TBTW before? In what position and when: _____

1. What **experience** do you have that applies to working at events, attractions or the hospitality industry?

2. Why do you want to work at Terror Behind the Walls?

3. Please describe what you think is involved in excellent **customer service**.

4. How did you hear about this interview? (Please circle all that apply.)

ESP Website ESP Email list Craig's List Facebook Twitter Friend: _____ Other: _____

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

6. Are you allergic to any make-up, food or material that might be used in the show?
(If so, please list.)

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

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

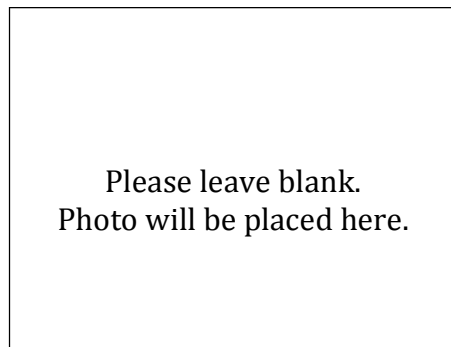
Height _____ Weight _____ Pants(waist/length) _____ Dress _____ Suit/Jacket _____

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): _____



2018 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.

2018 Training Dates 6 pm – 10 pm

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

S	M	T	W	T	F	S	SEPT.
2018			Rain or Shine				
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20			

2018 Show Nights 6 pm – 2 am

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

S	M	T	W	T	F	S	SEPT.
2018				Rain or Shine		21	
23	24	25	26	27	28	29	
30	1	2	3	4	5	6	
7	8	9	10	11	12	13	OCT.
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31	1	2	3	NOV.
4	5	6	7	8	9	10	

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