

Employment History

Please begin by listing information from your most recent employer.

Employer: _____

Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Dates Employed: _____

Position: _____

Duties: _____

Supervisor Name: _____

May we contact as a reference? Yes No

Starting Salary: _____

Final Salary: _____

Reason for leaving: _____

Employer: _____

Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Dates Employed: _____

Position: _____

Duties: _____

Supervisor Name: _____

May we contact as a reference? Yes No

Starting Salary: _____

Final Salary: _____

Reason for leaving: _____

Employer: _____

Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Dates Employed: _____

Position: _____

Duties: _____

Supervisor Name: _____

May we contact as a reference? Yes No

Starting Salary: _____

Final Salary: _____

Reason for leaving: _____

Educational Information

School Level	Name and Location of School	No. of Years Attended	Did you Graduate?	Degree Earned
High School				
College				
Trade, Business or Correspondence School				

References

Please list three business/work/professional references below, who are **not** related to you. If not applicable, list three school or personal references who are **not** related to you.

Name: _____ Title: _____ Telephone: _____

How do you know this person? _____

How long have you known this person? _____

Name: _____ Title: _____ Telephone: _____

How do you know this person? _____

How long have you known this person? _____

Name: _____ Title: _____ Telephone: _____

How do you know this person? _____

How long have you known this person? _____

Additional Information

Are you at least 18 years of age?

Yes No

Do you currently have transportation necessary for the employment you seek?

Yes No

Please list below your computer skills by listing any software, hardware, e-mail, Internet, word processing, spreadsheets, and other computer skills that apply:

Years of Experience: _____

Office and/or other Equipment Skills: _____

Years of Experience: _____

Applicant Statement

My signature below certifies that all information I have provided on this application or any attached document is complete, true and correct. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to eliminate me from further consideration of employment, or may result in my immediate discharge whenever it is discovered. I expressly authorize, without reservation, Taltree Arboretum & Gardens, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume and/or job interview. I hereby waive any and all rights and claims I may have against Taltree Arboretum & Gardens, its agents, employees or representatives for seeking, gathering and using information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me. I understand that Taltree Arboretum & Gardens does not unlawfully discriminate in employment and no questions on this application are used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law. If I am hired, I understand that I am free to resign at any time, with or without prior notice, and that Taltree Arboretum & Gardens reserves the same right to terminate my employment at any time without cause and without prior notice. This application does not constitute an agreement or contract for employment for any period or duration. I understand that no representative of Taltree Arboretum & Gardens is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Executive Director of Taltree Arboretum & Gardens. **I understand that a pre-employment drug screen will be conducted at my expense and that I will be reimbursed with proof of negative results.** I also understand that a criminal history record check, credit check and an employment profile assessment are required as a condition of employment. I understand that if I am extended an offer of employment, the offer is conditioned upon my successfully passing a complete pre-employment screening.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature

Date