



## APPLICATION FOR EMPLOYMENT

Date of Application: \_\_\_\_\_ Position applying for: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M I: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Other Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Do you have the legal right to work in the United States of America? \_\_\_\_\_

(Proof of work authorization will be required for employment)

Availability for work Full-time  Part-time

Date available for work: \_\_\_\_\_

Hours available to work: \_\_\_\_\_

Please Check if You Are Willing To Work:

Saturday  Sunday

Holidays  Overtime

Have you worked for any employers or attended any schools under a different name than above?  Yes  No

If yes, which employer or school and under which name(s)? \_\_\_\_\_

Have you ever pled "guilty" or "no contest" to or been convicted of a crime\*?

Yes  No

If yes, please provide dates and detail: \_\_\_\_\_

\* In order to process your application, you must provide the requested information on any criminal convictions. Depending upon the position applied for and the date and nature of the offense, a conviction will not automatically disqualify an applicant from employment. The nature of the offense, the date of the offense, and the relationship of the offense to the position sought will all be considered.

## 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? \_\_\_\_\_

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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.

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Signature

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Date