



Taltree

arboretum & gardens®

APPLICATION FOR EMPLOYMENT

Date of Application: _____ Position applying for: _____

Last Name: _____ First Name: _____ MI: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home phone: _____ Other phone: _____

Email: _____

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 | | | | |

CERTIFICATIONS;

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 CEO of Taltree Arboretum & Gardens. I understand that a pre-employment drug screen *must be passed prior to my first day of work.* I also understand that a background check is required as a condition of employment. A credit check may also be required depending on the position requirements. 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.

Name _____

Date: _____

Signature: _____

TALTREE ARBORETUM & GARDENS

EMPLOYEE BACKGROUND CHECK DISCLOSURE AND AUTHORIZATION FORM

In the interest of maintaining the safety and security of our customers, employees and property, Taltree Arboretum & Gardens (the "Company") will order a "consumer report" (a background report) on you in connection with your employment application, and if you are hired, or if you already work for the Company, may order additional background reports on you for employment purposes.

The background check company, ADP Screening and Selection Services, will prepare the background report for the Company. ADP Screening and Selection Services is located at 301 Remington Street, Fort Collins, CO, 80524, and can be reached by phone at 800-367-5933 or at their Internet Web site address www.adpselect.com.

The types of information that may be ordered include but are not limited to: Social Security number verification; criminal, public, educational and, as appropriate, driving records checks. Credit history will only be requested when permitted by law and where such information is substantially related to the duties and responsibilities of the position for which you are applying.

You may request more information about the nature and scope of an investigative consumer report, if any, by telephoning the Company at 219-462-0025. A summary of your rights under the Fair Credit Reporting Act is also being provided to you with this form.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will find these rights summarized on [A Summary of Your Rights Under the Fair Credit Reporting Act](#).

AUTHORIZATION FOR BACKGROUND CHECKS

After carefully reading this Background Check Disclosure and Authorization form, I authorize the Company to order my background report. I agree that a copy of this form is valid like the signed original. I certify that all of the personal information I provided is true and correct.

First Name _____ Middle Name _____ Last Name _____

Date of Birth ____/____/____ (Month/Day/Year)

Social Security Number _____

Driver's License Number _____ State issuing License _____

Enter Any Other Names Used (including maiden names):

First Name _____ Middle Name _____ Last Name _____

First Name _____ Middle Name _____ Last Name _____

First Name _____ Middle Name _____ Last Name _____

Addresses Within The Past Seven Years (Use the back of this form if needed)

Present Street Address _____

City/State/ZIP _____

Prior Street Address _____

From ____/____/____ (Month/Day/Year) To ____/____/____ (Month/Day/Year)

City/State/ZIP _____

Signature _____

Date: ____/____/____ (Month/Day/Year)