



EMPLOYMENT APPLICATION

THIS APPLICATION IS VALID FOR 60 DAYS. YOU MUST COMPLETE A NEW APPLICATION TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT DATE.

EQUAL OPPORTUNITY EMPLOYER

DATE:

TELL US ABOUT YOURSELF

Name Last	First	Middle	Maiden	Name You Wish to be Called:	
Present Address	Street	City	State	Zip	How long?
Former Address	Street	City	State	Zip	How long?
Print Your Name as it Appears on Your Social Security Card:					Work Phone
Are You Over 18?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Willing to Relocate?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Have You Worked for Us Before?	No <input type="checkbox"/> Yes <input type="checkbox"/> When?
How Did You Hear About Us?					
Notify in Emergency:	Name	Address		Phone	
A conviction record will not necessarily be a bar to employment. Other factors such as age at the time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.					
Have You Been Convicted of A Felony or Serious Crime?		Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, Date and Nature of Offense(s):		
I HEREBY GIVE MY PERMISSION TO CONDUCT A COURT RECORDS CHECK. _____ (INITIALS)					

TELL US ABOUT YOUR EDUCATION

	NAME AND ADDRESS	DATES ATTENDED		MAJOR	GRADUATED?
		From	To		
HIGH SCHOOL		/	/		
COLLEGE		/	/		
OTHER		/	/		

I HEREBY GIVE MY PERMISSION TO CHECK MY RECORDS AT THE ABOVE SCHOOLS. _____ (INITIALS)

TELL US ABOUT YOUR MILITARY EXPERIENCE

(This area is optional, leave blank if you do not wish to answer)

A dishonorable or general discharge is not an absolute bar to employment. Other factors will affect a final decision to hire or not to hire.		What Branch:	DATES:
Have you ever been in the United States Armed Services?		Yes <input type="checkbox"/> No <input type="checkbox"/>	From: To:
List Rank and Duties:			
I HEREBY GIVE MY PERMISSION TO CHECK MY MILITARY RECORD. _____ (INITIALS)			

WHAT TYPE OF WORK INTERESTS YOU?

Type of Work Desired:	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Temporary <input type="checkbox"/>
Position Applying For:	1st Choice:	2nd Choice:	
Date Available:	Wage/Salary Requirements \$		
Hours Available to Work For The Zoo	Mon _____ Tues _____	Wed _____ Thurs _____	Fri _____ Sat _____ Sun _____

BACKGROUND INFORMATION - (Confidential)

Please provide the background information below in order to maximize our interview time. Try to answer every question completely. Use a separate sheet of paper if necessary.

May we check your current employer for reference information?

Yes ☐ No ☐

May we check your previous employer(s) for reference information?

Yes ☐ No ☐

Work Background: Start with the most recent or current job. Cover the last 5 years of employment.

1. Supervisor's Name 2. Company Name 3. Company Address 4. Phone No.	Employment Dates	Positions and Duties	Hourly Wage or Weekly Salary	Your Reasons for Leaving
A 1 _____ 2 _____ 3 _____ 4 _____	From MO. / YR.		Beginning \$ _____	
	To MO. / YR.		Ending \$ _____	
B 1 _____ 2 _____ 3 _____ 4 _____	From MO. / YR.		Beginning \$ _____	
	To MO. / YR.		Ending \$ _____	
C 1 _____ 2 _____ 3 _____ 4 _____	From MO. / YR.		Beginning \$ _____	
	To MO. / YR.		Ending \$ _____	
D 1 _____ 2 _____ 3 _____ 4 _____	From MO. / YR.		Beginning \$ _____	
	To MO. / YR.		Ending \$ _____	
E 1 _____ 2 _____ 3 _____ 4 _____	From MO. / YR.		Beginning \$ _____	
	To MO. / YR.		Ending \$ _____	
F 1 _____ 2 _____ 3 _____ 4 _____	From MO. / YR.		Beginning \$ _____	
	To MO. / YR.		Ending \$ _____	

I authorize any former employer, present employer, schools, colleges/universities, utility companies, credit/finance bureau or offices, personal references, police records, and/or other persons to give any information they may have concerning my character, credit, employment record, police record, and driving record. I hereby unconditionally release any named or unnamed informant from any and all liability resulting from the furnishing of this information.

Date

Signature

PROFESSIONAL AND PERSONAL REFERENCES

DIRECTIONS: Work references - Work references are people who have worked with you and are in a job category similar, if possible, to the type of job for which you are a candidate. These people should have insight into your character and potential within our company. In order to give you the maximum benefit of our selection process, ***please list at least 3 work references below:***

2	Name
	Position
	Company
	Address
	Phone
	Comments regarding reference:

4	Name
	Position
	Company
	Address
	Phone
	Comments regarding reference:

Personal references - Personal references are friends, relatives, or other associates who know you personally and would be willing to act as a personal reference.

2 Name
Position
Company
Address
Phone
Comments regarding reference:

WHO DO YOU KNOW AT THE ZOO?

Name	Department	Name	Department
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IF EMPLOYED, WHAT WILL BE YOUR MOST VALUABLE CONTRIBUTION?

[illegible]

Dear Applicant:

You are being considered for employment with the Birmingham Zoo, Inc., a prestigious organization. We hire only those people who truly want to be a part of our team. We request that you complete the following questionnaire completely and truthfully.

1 Have you ever used another name for an illegal purpose? _____

2 Do you presently use illegal drugs? _____

3 Have you ever been fired, forced to resign, or quit a job without notice? _____

4 Have you ever taken money or merchandise from a job? _____ How much? _____

5 Have you shoplifted in the past five years? _____

6 Did you answer all questions truthfully on your application? _____

VERY IMPORTANT NOTICE - PLEASE READ CAREFULLY!

A SUBSTANCE ABUSE TEST WILL BE GIVEN TO ALL PERSONNEL HIRED BY THE BIRMINGHAM ZOO, INC.

1 I certify that all of the foregoing statements are true and complete. Any falsification, misrepresentation or omission of any of the information in my application, resume, or interview can result in refusal of employment or, if employed, termination from employment with the Birmingham Zoo, Inc. (BZI).

2 Any offer of employment I may receive from BZI is contingent upon the successful completion of BZI's total screening process, including BZI's receiving references that it considers satisfactory.

3 I understand that, as a condition of employment, I will be required to undergo and successfully pass a screening for alcohol and/or drugs. I also understand and agree that, if employed, I may be required to submit to an alcohol or drug screening at any time at the discretion of BZI. I hereby consent to having the results of such alcohol or drug screening disclosed to BZI.

4 I authorize and request that all of my present and former employers and those individuals I have listed as personal references furnish information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications for employment. I hereby release them from any and all liability for damages arising from the furnishing of the requested information.

5 In consideration of my employment, I agree to comply with the policies, rules, regulations, and procedures of BZI. I understand that I will undergo a trial period during my first 90 days of employment and will not become a regular employee until I have successfully completed this stage.

6 I understand that my employment and compensation can be terminated, with or without notice, with or without cause, at any time at the option of either BZI or me. I understand that no representative of BZI other than the Board of Directors has the authority to enter into any agreement for employment for a specific period of time or to make any agreement different from or contrary to the foregoing. I further understand that any such agreement, if made, shall not be enforceable unless it is in writing and signed by the Board of Directors.

Signature

Date