

# Employment Application

NatureBridge  
28 Geary St., Suite 650  
San Francisco, CA 94108  
Phone: 415.992.4700; Fax: 415.992.4711



An Equal Opportunity Employer

Campus Desired \_\_\_\_\_

## Please Print

Today's Date \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

### Present Address

Address & Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Permanent Address (if different from present address)

Address & Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

( ) - ( ) - ( ) -  
Home Phone Cell Phone Business Phone E-mail

Employment Desired: \_\_\_\_\_

How were you referred to NatureBridge? \_\_\_\_\_

## Personal Information

Have you ever applied for work at NatureBridge? ..... ☐ Yes ☐ No

If yes, were you hired? ☐ Yes ☐ No If yes, when? \_\_\_\_\_

Do you have any friends or relatives working for NatureBridge? ..... ☐ Yes ☐ No

If yes, name(s): \_\_\_\_\_ and relationship(s): \_\_\_\_\_

If hired, would you have reliable means of transportation to and from work? ..... ☐ Yes ☐ No

Are you at least 18 years old? ..... ☐ Yes ☐ No

If hired, could you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? ..... ☐ Yes ☐ No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? ..... ☐ Yes ☐ No

If no, describe the function(s) that cannot be performed.

(Note: We comply with the Americans with Disabilities Act and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination and to skill and agility tests.)

Have you ever been convicted of a criminal (felony or serious misdemeanor) offense? ..... ☐ Yes ☐ No

If yes, state nature of the crime(s), when and where convicted and case disposition.

\_\_\_\_\_

# Employment Application

Name: \_\_\_\_\_

## Education and Training

School	Name	City, State	No. of Years Completed	Did you Graduate?	Subject/Major	Degree, Diploma
High School	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	Diploma or GED
College/ University	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Vocational/ Business	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____

## Employment History

List below present and past employment starting with your most recent employer (up to 10 years). Account for all periods of unemployment. Please complete this section even if including a resume.

_____			( ) -		
Current Or most Recent Employer			Telephone No.		
_____			_____		
Type of Business			Name and Title of Supervisor		
_____			_____		
Address & Street			City	State	Zip
_____			_____	_____	_____
Dates of Employment: _____			Pay: _____		
From; Month/Year To; Month/Year			Starting Ending		
Position and Duties: _____					
_____					
Reason for Leaving: _____					
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No					

_____			( ) -		
Previous Employer			Telephone No.		
_____			_____		
Type of Business			Name and Title of Supervisor		
_____			_____		
Address & Street			City	State	Zip
_____			_____	_____	_____
Dates of Employment: _____			Pay: _____		
From; Month/Year To; Month/Year			Starting Ending		
Position and Duties: _____					
_____					
Reason for Leaving: _____					
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No					

# Employment Application

Name: \_\_\_\_\_

## Employment History Continued

Previous Employer _____		( ) -	
Telephone No. _____			
Type of Business _____	Name and Title of Supervisor _____		
Address & Street _____	City _____	State _____	Zip _____
Dates of Employment: _____		Pay: _____	
From; Month/Year _____	To; Month/Year _____	Starting _____	Ending _____
Position and Duties: _____			
Reason for Leaving: _____			
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Previous Employer _____		( ) -	
Telephone No. _____			
Type of Business _____	Name and Title of Supervisor _____		
Address & Street _____	City _____	State _____	Zip _____
Dates of Employment: _____		Pay: _____	
From; Month/Year _____	To; Month/Year _____	Starting _____	Ending _____
Position and Duties: _____			
Reason for Leaving: _____			
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

List any other experience, skills or other qualifications including military service or hobbies, which you believe should be considered in evaluating your qualifications for employment. \_\_\_\_\_

## References

List below three persons not related to you who have knowledge of your work performance within the last three years.

_____ Name	_____ Company/Title	_____ Telephone No.	_____ Relationship	_____ No. of Years Known
_____ Name	_____ Company/Title	_____ Telephone No.	_____ Relationship	_____ No. of Years Known
_____ Name	_____ Company/Title	_____ Telephone No.	_____ Relationship	_____ Years Known

# Employment Application

Name: \_\_\_\_\_

Please Read Carefully, Initial Each Paragraph and Sign Below

\_\_\_\_\_  
Initials

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_  
Initials

I hereby authorize NatureBridge to thoroughly investigate my references, word record, education, and other matters related to my suitability for employment, including but not limited to a criminal background check, and, further, authorize the references I have listed to disclose to NatureBridge any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release NatureBridge, my former employers and all other persons, corporations, partnerships, and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_  
Initials

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and NatureBridge. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or NatureBridge, and that no promises or representations contrary to the foregoing are binding on NatureBridge unless made in writing and signed by me and the President/CEO of NatureBridge.

\_\_\_\_\_  
Initials

Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by NatureBridge, I am entitled to copies of any such public records obtained by NatureBridge unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

☐ I waive receipt of a copy of any public record described in the paragraph above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature