

Application for Employment

DATE OF APPLICATION:	
POSITION APPLYING FOR:	

*This application will be consider current for a period of sixty (60) days following this date. If, at the end of this period, you still wish to be considered for employment by Franklin Park Conservatory, it will be necessary for you to complete another application.

CONTACT INFORMATION	
NAME (LAST, FIRST, INITIAL)	SOCIAL SECURITY NUMBER
RESIDENCE ADDRESS	TELEPHONE
CITY	BEST TIME TO REACH YOU
ARE YOU ABLE TO LAWFULLY WORK IN THE U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO	MAY WE CONTACT YOUR CURRENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO

Initial hiring and continued employment may be dependent upon proof that you are not an "unauthorized alien" as defined in the Immigration Reform and Control Act of 1986. All applicants will be required to furnish proof of identity and legal work authorization.



Franklin Park Conservatory does not engage in any form of unlawful discrimination, including any discrimination prohibited by federal, state or local law. No question on this application is intended to elicit information for discriminatory purposes. If you have a concern in this area, please notify Business Services Department.

EDUCATION

List Full Name of School with Address	Graduated?	# of Years Completed	GPA	Degree or Certificate
High school or GED Name/Address:	<input type="checkbox"/> Yes <input type="checkbox"/> No			
College/University Name/Address:	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Additional Schooling Name/Address:	<input type="checkbox"/> Yes <input type="checkbox"/> No			

SKILLS

Word Processing Yes No Spreadsheets Yes No Data Entry Yes No

WPM: _____ Proficiency in Spreadsheets: (basic/competent/advanced)

List the software packages you have experience using (Windows, Word, Excel, etc)

List other skills (Professional certifications or training which you feel may help qualify you for the position for which you are applying:

Language proficiency: Please indicate level of proficiency for each language that you have knowledge
Language: _____ Proficiency: (basic/conversational/advanced)

GENERAL INFORMATION

Have you ever worked for Franklin Park Conservatory? Yes No

Have you ever worked for a Botanical Garden or horticultural organization? Yes No

What starting salary will you consider?	When would you be available for employment?	How were you referred to FPC?
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Are you willing to relocate? Yes No Location preferences/restrictions

Are you willing to travel? Yes _____ % No Are you willing to work
 Overtime Nights Weekends Holidays
Note: It is not necessary for you to identify unavailability for work because of religious observation or practice. Subsequent to any job offer, we will consider whether a reasonable accommodation can be made.

Have you ever been discharged or asked to resign by any of your previous employers? Yes No
If the answer is "yes", please explain further:

Within the last seven years, have you ever been convicted, pled guilty or pled "no contest" (nolo contendere) to a felony or misdemeanor other than a traffic violation? Yes No
Note: A conviction will not necessarily bar you from employment, but will be considered as part of your overall qualifications.
If the answer is "yes" please explain further and provide dates and court of adjudication.

EXPERIENCE

(NOTE: COMPLETE ALL THREE SECTIONS, DO NOT WRITE "SEE RESUME")

Employer Name		Type of Business	
Address		Telephone with Area Code ()	
Dates of Employment (Month/Year) From / To /	Annual Base Salary or Hourly Wage Beginning Ending		Bonus Earned
Last Position(s) Held			
Description of Duties			
Supervisor's Name/Position		May We Contact?	Reason for Leaving
Employer Name		Type of Business	
Address		Telephone with Area Code ()	
Dates of Employment (Month/Year) From / To /	Annual Base Salary or Hourly Wage Beginning Ending		Bonus Earned
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REFERENCES: (PROFESSIONAL AND ACADEMIC ONLY)

Name	Address	Telephone	Relationship	Years Known
		()		
		()		
		()		
		()		

Check here if your resume is attached to this application.

Franklin Park Conservatory

Disclaimer

In completing this application, I understand that is very important that I be completely truthful. I realize that Franklin Park Conservatory is relying on my truthfulness.

Franklin Park Conservatory reserves the right to verify the accuracy of any information that I provide in this application. I agree that if any information I am providing is false, inaccurate or misleading in any respect, I will be disqualified for employment consideration or, if I have already been hired, my employment may be terminated immediately.

I understand and agree that should I become employed by Franklin Park Conservatory, I will have the right to terminate my employment at any time, for any reason with or without notice. I further understand and agree that Franklin Park Conservatory shall have the same right to terminate my employment at any time, for any reason with or without notice. My employment-at-will status cannot be modified unless such modification is set forth in writing, in a document signed by myself and the Executive Director and the Board of Trustees of Franklin Park Conservatory. Employee handbooks, benefit plans, manuals, personnel policies and all other Conservatory communications, whether written or oral, are not employment contracts and do not modify my employment-at-will status.

I have read and understand this disclaimer. I am seeking employment with Franklin Park Conservatory and agree to the terms set forth herein. **I certify and declare that all information I have provided is true and correct.**

I authorize an investigation of all statements contained in this application. I authorize the references listed on this application to give you any and all information concerning my previous employment and release all parties from all liability for any damage that may result from furnishing such to you.

Signature of Applicant

Date

CONSENT TO CONDUCT INVESTIGATION

I understand that Franklin Park Conservatory will utilize the services of a consumer reporting agency to verify the information I have provided on my employment application.

I understand the investigation may include obtaining information regarding my work habits, education, general reputation, personal characteristics, mode of living, judgment, liens and criminal background.

I understand such information may be obtained by direct or indirect contact from former employers, schools, financial institutions, landlords, and public agencies and through personal interviews with my neighbors, friends and associates, acquaintances or other persons who may have such knowledge.

I also understand that before I am denied employment based on information obtained in the report, I will be provided a copy of the report and a description in writing of my rights under the Fair Credit Reporting Act.

I understand if I disagree with the accuracy of any information in the report, I must notify Franklin Park Conservatory within two days of my receipt of the report. If I notify Franklin Park Conservatory within two days of the receipt of the report that I am challenging information in the report, Franklin Park Conservatory will not make a final decision on my employment status until after I have had the opportunity to address the discrepancy.

I hereby consent to this investigation and authorize Franklin Park Conservatory to procure a report on my background from a consumer reporting agency and I hereby authorize and request that any employer, school, financial institution, landlord, public agency, or other person or entity having information or knowledge about me, furnish the bearer of this authorization, in original or copy form, with all non-medical information they have regarding me.

To the extent permitted by law, I release Franklin Park Conservatory and/or its agents, which provide information pursuant to this authorization, from any and all liabilities, claims or lawsuits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name and all information is true and correct to the best of my knowledge:

Full Name Printed

Other Names Used

Present Address (Including City and State)

How Long?

Former Address (Including City and State)

How Long?

Former Address (Including City and State)

How Long?

Date of Birth

Social Security Number

Driver's License Number and State

Signature

Date

Requesting Manager _____

PRINT NAME