



FRIENDS OF THE ZOO JOB APPLICATION

Complete BOTH sides of this application by typing or printing legibly. Please sign and date the back page. This application becomes the property of Friends of the Zoo.

Today's Date: _____ Date available for employment: _____

Position(s) Applying For: _____

Name _____ **Phone** () _____
 Last First Middle Initial Home

Address _____ **Phone** () _____
 Street Apt. # Cell/Message

_____ City State Zip

Age Range: 15-17 _____ 18+ _____ (NOTE: Age information is reviewed solely for compliance with Child Labor Laws.)
 Last 4 Digits of Social Security Number _____

_____ () _____
 Name of Emergency Contact Relationship Emergency Phone

Availability for employment (List hours you can work – Work times are typically 8-5, seven days a week.)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Are there any days and/or times you are NOT available?

List two adult references such as teachers, coaches, club sponsors or personal family friends.

Name _____ Address _____
 City _____ State _____ Zip Code _____ Phone _____
 How long have you known this person? _____ How do you know him or her? _____

Name _____ Address _____
 City _____ State _____ Zip Code _____ Phone _____
 How long have you known this person? _____ How do you know him or her? _____

Have you ever been employed by Friends of the Zoo? Yes _____ No _____
 Dates of Service _____ Position _____

Have you ever been convicted of or plead guilty to an adult law violation (which includes all traffic violations)? Yes _____ No _____ If yes, please list all convictions below. Be specific.
 Date _____ Offense _____ Location _____
 Please explain (for misdemeanor and/or felony – please give full details):

(A conviction will not automatically disqualify you from consideration. We will consider the nature of the offense in relation to the job for which you are applying. We will also consider your record since the offense was committed. Failure to accurately list conviction record will result in disqualification.)

Provide your complete record of employment. Attach additional pages if necessary. Start with your present or most recent position and continue in descending order. If you have limited work experience, please include any volunteer work, work study programs, community service or service organizations with which you have experience.

Employer _____	Address _____
City _____	State _____ Zip Code _____ Phone () _____
Supervisor's Name and Title _____	
Title and job duties _____	
Dates of employment: from ____/____/____ to ____/____/____	
Employer _____	Address _____
City _____	State _____ Zip Code _____ Phone () _____
Supervisor's Name and Title _____	
Title and job duties _____	
Dates of employment: from ____/____/____ to ____/____/____	
* List additional work experience on a separate sheet or resume.	

Education (Circle highest grade complete)	
Elementary	1 2 3 4 5 6 7 8
High School	9 10 11 12
College	1 2 3 4
Please list any education, training, or work experience you feel has a bearing on your qualifications for this position: _____	

I certify that all information submitted on this application is true and complete to the best of my knowledge. I understand that any false or incorrect information may subject me to disqualification or dismissal. I, the undersigned, do hereby authorize Friends of the Zoo (FOZ) and/or its designated provider to conduct an investigation with respect to my application for employment and release Friends of the Zoo, my former employers and personal references from any liability for damage caused by giving and receiving information or opinions as to my qualifications, employment or character. I agree to hold FOZ harmless and in no event shall FOZ be liable to me for special, indirect or consequential damages for the refusal of employment due to information obtained during my background security check. I understand that my employment is contingent upon a satisfactory background check. Any information obtained through former employers and/or personal references will become the property of Friends of the Zoo.

Applicant Signature _____ **Date** _____

*Friends of the Zoo is committed to workforce diversity and a drug-free workplace.
Pre-employment background check is required.
Women, minorities and individuals with disabilities are encouraged to apply.*

**** For Supervisor Use Only — After job offer is made ****

Revised 6-2009

Name of Applicant	Date of Birth	Gender	Planned Start Date
Name of Hiring Supervisor	Date Faxed: 864-1609		Date HR Received
Reference Results	Background Check Results		Date Results Reported



Instructions for completing Friends of the Zoo's Employment Application

Revised 6-2009

Please complete both sides of the application as completely as possible. Print legibly in black ink or type your application. Sign and date on the back page.

Answer every question completely, and do not leave a question unanswered or blank. If you have questions about completing this application, please ask for assistance. (*When you have completed the application, you may remove this cover instruction page to keep for future reference. **Submit only the application for employment.***)

If an offer of employment is extended, you must provide the following:

- Proof of age, if between the ages of 15-18*
- Proof of US Citizenship or eligibility to work in the United States**

Failure to provide the information listed above will result in withdrawing the offer of employment.

Reference letters should be provided from former employers whenever possible.

If you are a student and have limited work experience, letters of recommendation from teachers, counselors, clergy or adults who have supervised your work or have knowledge of your qualifications are acceptable. Letters must outline your relationship with the letter writer, how long they have known you, the scope of your experience and responsibilities, quality and quantity of your work, your attendance, attitude, reliability and dependability. Your letters can and will be verified.

***Proof of age:** You must be 15 years of age or older to work for Friends of the Zoo as a temporary worker. Most positions require that employees be 16-18 years of age due to the restrictions outlined by the US Department of Labor, Child Labor Requirements, under the Fair Labor Standards Act. You will be asked to show proof of age including, but not limited to: Driver's License, Health Records, Missouri ID Card, Birth Certificate, School Records, etc.

****Proof of Citizenship:** You must be able to prove that you are a citizen of the US or that you have been authorized by the Immigration and Naturalization Service to work in the US. You **must** present documents that establish identity (photo id) and documents establishing employment eligibility (Birth Certificate, Social Security Card, INS Authorization).

Background Check: Employment is contingent upon a satisfactory background check.

Friends of the Zoo • 3043 North Fort • Springfield MO 65803

Administration Office: 417-833-1570

Guest Services: 417-833-9196

Individuals with disabilities should request reasonable accommodations in accordance with the Americans with Disabilities Act prior to making application, testing or appointment.