



**BINDER PARK ZOO**  
**7400 Division Drive**  
**Battle Creek, MI 49014**

**APPLICATION FOR EMPLOYMENT**

Please answer every question carefully and completely. Use N/A if appropriate. Continue answers on additional pages if necessary.

**INCOMPLETE APPLICATIONS WILL BE DISCARDED WITHOUT CONSIDERATION.**

Binder Park Zoological Society, Inc. offers employment opportunities, education programs, and services without regard to race, color, religion, national origin, disability, age, height, weight, marital status, gender, sexual orientation, or gender identity.

TODAY'S DATE: \_\_\_\_\_

**PERSONAL INFORMATION:**

NAME: \_\_\_\_\_  
Last First Middle

PRESENT ADDRESS: \_\_\_\_\_  
Street City State Zip Code

PHONE NUMBER: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

ARE YOU 18 YEARS OR OLDER? YES  NO  IF NOT, HOW OLD? \_\_\_\_\_

REFERRED BY/HOW DID YOU HEAR ABOUT US?  
\_\_\_\_\_

**EMPLOYMENT DESIRED:**

FIRST CHOICE: \_\_\_\_\_ SALARY DESIRED: \_\_\_\_\_

SECOND CHOICE: \_\_\_\_\_

Are you employed now? YES  NO  IF YES: FULL TIME  PART TIME

May we inquire of your present employer? YES  NO

Have you ever applied to Binder Park Zoo? YES  NO   
IF YES, WHEN? \_\_\_\_\_

Have you ever been employed by Binder Park Zoo? YES  NO   
IF YES, WHEN? \_\_\_\_\_

Date you can start work: \_\_\_\_\_

Last date you can work: \_\_\_\_\_

Specific dates you cannot work: \_\_\_\_\_

Days of the week, hours you can work:  
\_\_\_\_\_

**FORMER EMPLOYERS:** List below at minimum your last four employers, starting with your most recent experience. Cover at least 5 years; continue on additional pages if necessary. Include military service. If still employed please give reason why you are seeking other employment. **(MUST BE COMPLETE)**

DATES EMPLOYED: \_\_\_\_\_ YOUR TITLE: \_\_\_\_\_ SALARY: \_\_\_\_\_  
                                     from - to

COMPANY NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
                                     Street                                      City                                      State                                      Zip Code

LAST SUPERVISOR'S NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

DATES EMPLOYED: \_\_\_\_\_ YOUR TITLE: \_\_\_\_\_ SALARY: \_\_\_\_\_  
                                     from - to

COMPANY NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
                                     Street                                      City                                      State                                      Zip Code

LAST SUPERVISOR'S NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

DATES EMPLOYED: \_\_\_\_\_ YOUR TITLE: \_\_\_\_\_ SALARY: \_\_\_\_\_  
                                     from - to

COMPANY NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
                                     Street                                      City                                      State                                      Zip Code

LAST SUPERVISOR'S NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

DATES EMPLOYED: \_\_\_\_\_ YOUR TITLE: \_\_\_\_\_ SALARY: \_\_\_\_\_  
                                     from - to

COMPANY NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
                                     Street                                      City                                      State                                      Zip Code

LAST SUPERVISOR'S NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

Explain what you did in the past 5 years during any period that you were not employed or in school.  
Continue on additional pages if necessary.

<b>DATE</b>	<b>EXPLANATION</b>
FROM: TO:	
FROM: TO:	
FROM: TO:	
FROM: TO:	

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**REFERENCES:** Give the names & phone numbers of at least three persons whom you have known at least one year. DO NOT LIST ANY RELATIVES, SPOUSES, SIGNIFICANT OTHERS, OR FORMER EMPLOYERS FROM PAGE TWO. **(MUST BE COMPLETE)**

NAME:

\_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

HOW DO YOU KNOW THIS PERSON? \_\_\_\_\_

OCCUPATION OR TITLE: \_\_\_\_\_ NO. YEARS ACQUAINTED: - \_\_\_\_\_

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NAME:

\_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

HOW DO YOU KNOW THIS PERSON? \_\_\_\_\_

OCCUPATION OR TITLE: \_\_\_\_\_ NO. YEARS ACQUAINTED: - \_\_\_\_\_

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NAME:

\_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

HOW DO YOU KNOW THIS PERSON? \_\_\_\_\_

OCCUPATION OR TITLE: \_\_\_\_\_ NO. YEARS ACQUAINTED: - \_\_\_\_\_

**EDUCATION:**

HIGH SCHOOL NAME: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

GRADUATE: YES  NO  IF NO, NUMBER OF YEARS ATTENDED \_\_\_\_\_

COLLEGE NAME: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

GRADUATE: YES  DEGREE AND MAJOR: \_\_\_\_\_

NO  NUMBER OF YEARS ATTENDED: \_\_\_\_\_

SUBJECTS STUDIED: \_\_\_\_\_

COLLEGE NAME: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

GRADUATE: YES  DEGREE AND MAJOR: \_\_\_\_\_

NO  NUMBER OF YEARS ATTENDED: \_\_\_\_\_

SUBJECTS STUDIED: \_\_\_\_\_

TRADE/BUSINESS SCHOOL NAME: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

NUMBER OF YEARS ATTENDED: \_\_\_\_\_

SUBJECTS STUDIED: \_\_\_\_\_

SPECIAL COURSES OR TRAINING:

\_\_\_\_\_  
\_\_\_\_\_

List experience and special abilities you feel would be of value to the position you are applying for: \_\_\_\_\_

\_\_\_\_\_

Valid Michigan Driver's License: YES  NO

Any tickets or automobile accidents in the last three years? YES  NO

If yes, explain: \_\_\_\_\_

Have you ever been convicted of or are you pending a felony charge in any court or administrative tribunal? YES  NO

If yes, explain: \_\_\_\_\_

Do you own any exotic or non-domesticated animals? YES  NO

If yes, please provide a list of animals kept:  
\_\_\_\_\_

Do you hold an animal dealer's license? YES  NO

Have you ever been convicted of or are you currently under investigation for violating wildlife regulations enacted by any of the various states or any agency of the U.S. government or those of any foreign nation?

YES  NO  If yes, explain: \_\_\_\_\_

**HOBBIES AND INTERESTS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADDITIONAL COMMENTS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**READ THE FOLLOWING STATEMENTS CAREFULLY**

**INITIAL EACH SECTION**

**SIGN APPLICATION**

I hereby voluntarily give Binder Park Zoo the right to make a thorough investigation of my background and agree to cooperate in such investigation. This investigation typically concerns information on my personal character, general reputation, personal characteristics, and any activity, as each of those relates to the position for which I am applying, and may include interviews with references or others.

\_\_\_\_\_  
INITIAL

I authorize any person, school, current employer, past employer, an organization named in this application form (and accompanying resume, if any) to provide Binder Park Zoo or its designee with relevant information and opinion that may be useful to the company in making a hiring decision, and I release such persons and organizations from any legal liability in making such statements.

\_\_\_\_\_  
INITIAL

I hereby waive all rights to bring an action for defamation, invasion of privacy, or any similar cause against Binder Park Zoo, its personnel, and/or agents as a result of this investigation of my background and the interview procedures conducted.

\_\_\_\_\_  
INITIAL

I understand that the Binder Park Zoo is a drug-free and alcohol-free workplace and, in the event I am given a conditional offer of employment, I will be required to take a drug and/or alcohol-screening test. I further understand that if employed, I will be required to adhere to all zoo policies and workplace rules, including but not limited to those relating to drugs and alcohol. I also understand that a criminal conviction history check will be performed. I understand that my offer of employment is conditional on the result of both the pre-employment drug test and the criminal background check.

\_\_\_\_\_  
INITIAL

I understand that Binder Park Zoo reserves the right to change, amend, or terminate its existing policies, benefits, rules and regulations with or without notice. If employed, I hereby agree to conform to the rules and regulations of the company, including the company's alternative dispute resolution policy applicable to certain employment disputes as they may be amended from time to time.

\_\_\_\_\_  
INITIAL

Also, in the event of employment, and in consideration thereof, the zoo, and any person or concern it may authorize, shall be entitled, without further consent to copyright, sell, or use in any manner, any picture or photograph of me or recording of my voice taken as related to my position as a zoo employee.

\_\_\_\_\_  
INITIAL

Nothing contained in this application or in any other materials or information distributed by Binder Park Zoo creates a contract of employment between an employee and Binder Park Zoo. Employment is on an at-will basis. This means that employees are free to terminate their employment at any time, for any reason, and Binder Park Zoo retains that same right. No statements to the contrary, written or oral, made either before or during an individual's employment can change this. No individual supervisor, manager or officer can make a contrary agreement, except for the CEO, and even then, such an agreement must be set forth in a written employment contract with the employee, signed by the CEO.

\_\_\_\_\_  
INITIAL

By my signature I certify that the information contained in this application (and accompanying resume, if any) is true and complete. I understand that any false information or significant omissions may disqualify me from further consideration for employment, and may be justification for dismissal from employment if discovered at a later date. I agree to immediately notify Binder Park Zoo if I should be convicted of a felony while my application is pending, or during my period of employment, if hired.

\_\_\_\_\_  
INITIAL

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

Only applications that are signed, initialed, dated and complete are considered valid.