



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.

PERSONAL INFORMATION:

TODAY'S DATE: _____

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: _____ DESIRED WAGE: _____

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: _____ POSITION: _____
from - to

COMPANY NAME: _____ PHONE NUMBER: _____

ADDRESS: _____
Street City State Zip Code

LAST SUPERVISOR'S NAME: _____ TITLE: _____

REASON FOR LEAVING: _____

DATES EMPLOYED: _____ POSITION: _____
from - to

COMPANY NAME: _____ PHONE NUMBER: _____

ADDRESS: _____
Street City State Zip Code

LAST SUPERVISOR'S NAME: _____ TITLE: _____

REASON FOR LEAVING: _____

DATES EMPLOYED: _____ POSITION: _____
from - to

COMPANY NAME: _____ PHONE NUMBER: _____

ADDRESS: _____
Street City State Zip Code

LAST SUPERVISOR'S NAME: _____ TITLE: _____

REASON FOR LEAVING: _____

DATES EMPLOYED: _____ POSITION: _____
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.

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

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: _____ Email: _____

HOW DO YOU KNOW THIS PERSON? _____

OCCUPATION OR TITLE: _____ NO. YEARS ACQUAINTED: _____

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____ Email: _____

HOW DO YOU KNOW THIS PERSON? _____

OCCUPATION OR TITLE: _____ NO. YEARS ACQUAINTED: _____

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____ Email: _____

HOW DO YOU KNOW THIS PERSON? _____

OCCUPATION OR TITLE: _____ NO. YEARS ACQUAINTED: _____

EDUCATION:

HIGH SCHOOL NAME: _____	CITY: _____	STATE: _____
GRADUATE: YES <input type="checkbox"/> NO <input type="checkbox"/>	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 Driver's License: YES NO STATE Issued: _____

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.