



APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION:

Name:		Date:	
Address:		City, ST, ZIP:	
Telephone:	Cell/Other Phone:	Best way to contact you:	
Email Address:			

EMPLOYMENT DESIRED:

Position:	Date you can start:	Hourly Salary Desired:
Type of employment desired: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal	Are you at least 16? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes may we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

AVAILABILITY

Please click on the boxes that you are available to work.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7a – 2p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2p – 6p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6p – 9p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Have you ever been employed with Hermann Park Conservancy in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, list dates and positions:
Are you legally eligible to work in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Answering yes to the next question does NOT necessarily disqualify you from employment. Factors such as the date, the seriousness of the offense, rehabilitation measures, and position applied for will be taken into consideration.</i>
Have you ever plead “guilty” or “no contest” to, or been convicted of, a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give dates and details:

EMPLOYMENT HISTORY

Starting with the most recent employer, please provide the following information or attach a resume that includes the following information. Please list any additional employment history on a separate sheet.

Employer:	Telephone: ()		
Address:			
Position(s) held:			
Duties Performed:			
Employment Start Date:	End Date:	Salary:	Per hour:
Reason for leaving:			

Employer:	Telephone: ()		
Address:			
Position(s) held:			
Duties Performed:			
Employment Start Date:	End Date:	Salary:	Per hour:
Reason for leaving:			

Employer:	Telephone: ()		
Address:			
Position(s) held:			
Duties Performed:			
Employment Start Date:	End Date:	Salary:	Per hour:
Reason for leaving:			

EDUCATION HISTORY: *Starting with the most recent school attended, list the following information.*

School Name & Location Include City & State	Years Completed	Did you Graduate?	Subjects Studied

REFERENCES: *Give the names of three individuals not related to you whom you have known at least one year.*

Name	Address/ Phone	Business	Years known

CERTIFICATION and AUTHORIZATION:

I certify that the information listed on this application is true and correct and I understand that if hired: 1) False, incomplete, or misleading information shall result in my immediate dismissal; 2) A criminal background check and/or drug test is required as a condition of employment; and 3) Federal law requires all applicants for employment to sign form I-9 and to furnish proof of identity and eligibility for employment.

I expressly authorize Hermann Park Conservancy to verify my education, employment and criminal histories and to contact all listed references, and I agree to sign any authorizations and releases that Hermann Park Conservancy may require.

Signature: _____ Date: _____
 (If returning by email, please type your name to indicate signature.)

RETURN COMPLETED APPLICATION TO:

Email - employment@hermannpark.org or
 Fax – (713) 524-5887 or
 Mail – 1700 Hermann Dr., Houston, TX 77004

Do NOT write below this line

Remarks:

Interviewed by: _____ 1 2 3 4