

DO NOT APPLY IF NOT DRUG-FREE

The Caldwell Zoo is an equal opportunity employer and does not discriminate against applicants or employees because of race, color, sex, religion, national origin, citizenship status, age, physical or mental disability of an otherwise qualified individual, membership or application for membership in a uniform service, engaging in legally protected activity, or other characteristic protected under applicable law. Applicants who require reasonable accommodation to complete the application or interview process should notify the hiring manager.

Caldwell Zoo
P.O. Box 4785
2203 Martin Luther King Blvd.
Tyler, TX 75712
903-593-0121

APPLICATION FOR EMPLOYMENT**An Equal Opportunity Employer**

(Application will remain active for 90 days)

Position(s) Applied For: _____

NAME: _____

Last

First

MI

ADDRESS: _____ PHONE: _____

Street

City

State

Zip

EMAIL: _____

Are you at least 18 years of age? ☐ Yes ☐ No

Are you legally authorized to work in the United States? ☐ Yes ☐ No
If employed, you will be required to provide documentation that establishes your identity and employment eligibility.

Date you are able to start work? _____

Are you on layoff status or subject to recall elsewhere? ☐ Yes ☐ No

Pay expected: \$ _____ per _____

Do you wish to work: ☐ Full-Time ☐ Part-Time
☐ Temporary

Are you willing and available to work: ☐ Days
☐ Evenings ☐ Nights ☐ Overtime ☐ Weekends

Have you ever been convicted of a crime (excluding minor traffic violations)? ☐ Yes ☐ No

If yes, provide complete details on a separate sheet, including the dates of conviction and incarceration, if any, and disposition, including any suspended sentence, fines, probation, deferred adjudication, or similar disposition. Conviction of a crime is not an absolute bar to employment. All relevant circumstances, such as how long ago the conviction occurred and the crime involved, will be considered in relation to specific job requirements.

Are there any hours, shifts, or days you cannot/will not work?
☐ Yes ☐ No When? _____

Caldwell Zoo strictly enforces its policy regarding tardiness and absenteeism. Are you able to meet the attendance requirements of the job for which you are applying? ☐ Yes ☐ No

Education/ Training	Name & Location of School	Did You Graduate?	# Years Attended	Subjects Studied
High School or G.E.D.				
College				
Other Training (military, technical or specialized)				

OFFICE SKILLS: ☐ Typewriter – wpm _____ ☐ Computers, Type: _____
☐ Ten-key ☐ Software, Type: _____
☐ Other Office Skills: _____

ANIMAL EXPERIENCE: (List animals with which you have experience and state the extent of the care you provided. Use separate page if necessary.)

GENERAL SKILLS: (List any skills or abilities that are pertinent to the position, including hobbies or related interests. Use separate page if necessary.)

(over)

JOB REQUIREMENTS:

Are you able to perform the functions of the job for which you are applying (as described or demonstrated to you or as listed on the job description, if one has been provided to you), with or without reasonable accommodation? ☐ Yes ☐ No

PLEASE LIST WORK EXPERIENCE, INCLUDING MILITARY AND VOLUNTEER EXPERIENCE

List the last 10 years of experience with most recent employer first. Use a supplemental sheet if necessary.

You may use a resume if it contains all of the information requested below.

PREVIOUS EMPLOYERS

Company _____ Address _____
Phone _____ Supervisor Name and Title _____
Job Title _____ Pay: \$ _____ per _____
Duties _____

Hire Date _____ Date Left _____ Reason for leaving _____

Company _____ Address _____
Phone _____ Supervisor Name and Title _____
Job Title _____ Pay: \$ _____ per _____
Duties _____

Hire Date _____ Date Left _____ Reason for leaving _____

Company _____ Address _____
Phone _____ Supervisor Name and Title _____
Job Title _____ Pay: \$ _____ per _____
Duties _____

Hire Date _____ Date Left _____ Reason for leaving _____

Company _____ Address _____
Phone _____ Supervisor Name and Title _____
Job Title _____ Pay: \$ _____ per _____
Duties _____

Hire Date _____ Date Left _____ Reason for leaving _____

May we contact your current employer?

☐ Yes

☐ No

PROFESSIONAL REFERENCES

Name: _____ Phone: _____

Address: _____

How long known? _____

Name: _____ Phone: _____

Address: _____

How long known? _____

APPLICANT'S CERTIFICATION AND RELEASE STATEMENT

I certify that I completed this application and that all facts and information provided by me are true and complete to the best of my knowledge. I understand that any misstatement, omission, falsification, or misrepresentation of fact in this application or any other document that I submit with this application may disqualify me from consideration for employment, or, if hired, may result in disciplinary action up to and including termination of employment.

DO NOT APPLY IF NOT DRUG-FREE. I understand that the Caldwell Zoo (the "Zoo") requires as a condition of employment that all prospective employees for certain job classifications submit to a physical examination by qualified medical personnel and to tests to screen for illegal drug use. If required, such examination and tests shall be performed after I have received a conditional offer of employment and before the commencement of any job duties. I consent to any required medical examination and drug testing, and request that the examining physician or laboratory disclose my results to the Zoo. In addition, if hired, I further consent to drug testing at any other time deemed appropriate by the Zoo in accordance with applicable law. I understand that the Zoo will keep the results of any such medical examination or drug test confidential. I acknowledge and agree that any offer of employment is conditioned on the results of the pre-employment physical examination and drug testing, in accordance with applicable law.

I authorize the Zoo, to evaluate me for employment purposes and to verify any information furnished by me during the hiring process, to contact all law enforcement agencies and any or all of my previous employers, references, and educational institutions, and otherwise to fully investigate my suitability for employment, character, general reputation, personal characteristics, mode of living, work habits, skills, or abilities, including contacting a credit bureau, credit agency, or other consumer reporting agency of its choice. I understand that the results of any such investigation may be disclosed to the Zoo personnel involved in the employment decision, and I consent to the disclosure of any such information to the Zoo by those entities and individuals. **In connection with and in consideration of the Zoo undertaking to review this application for employment and to consider me for hire, I release and acquit the Zoo and any affiliated or controlled entities, and the Zoo's and its affiliated and controlled entities' officers, directors, trustees, members, managers, employees, or representatives from all liability for any injury or damage of any nature, including LIABILITY FOR ANY INJURY OR DAMAGE RESULTING FROM NEGLIGENCE OR GROSS NEGLIGENCE that I may suffer or sustain by reason of its acquisition, use, or procurement of any such report or information.**

I further acknowledge and agree that this employment application is not a contract or a legal guarantee of employment. If hired by the Zoo, I understand that my employment will be at will and not for any specific term, and that either I or the Zoo may terminate my employment at any time, with or without reason or advance notice. I further understand that no officer, director, trustee, member, manager, supervisor, employee, or representative of the Zoo, other than the Executive Director in a written agreement, has the authority to enter into any agreement for a specified period of employment, or to make any statement contrary to the provisions outlined above.

If hired, I agree to comply with all rules, regulations, and operating procedures established by the Zoo.

I have read in full and understand the above statements and conditions of employment.

Applicant's Signature

Date

Please complete the application and return to: ggillam@caldwellzoo.org