



**CONSERVATION
SOCIETY OF
CALIFORNIA**

**CONSERVATION & EDUCATION
OAKLAND ZOO**

EMPLOYMENT APPLICATION

Oakland Zoo * P.O. Box 5238 * 9777 Golf Links Road * Oakland, CA 94605

www.oaklandzoo.org

APPLICANT INFORMATION											
Last Name		First		M.I.	Date						
Street Address				Apartment/Unit #							
City		State		ZIP							
Phone		E-mail Address									
Date Available		Social Security No.		Desired Salary							
Position Applied for			2 nd Choice Position?								
The Zoo is open seven days a week; please circle the days you are available to work.											
		SUN	MON	TUE	WED	THU	FRI	SAT	or	I AM AVAILABLE ALL DAYS	
Are you available for (check all that apply):											
		Full-Time work <input type="checkbox"/>		Part-Time work <input type="checkbox"/>		Summer <input type="checkbox"/>					
Are you 16 or over?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If you are under 18 and still in school, can you provide a valid work permit?		YES <input type="checkbox"/>	NO <input type="checkbox"/>				
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?		YES <input type="checkbox"/>	NO <input type="checkbox"/>				
Have you ever worked for the Oakland Zoo?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when and in what capacity?							
Do you have any relatives currently working for the Oakland Zoo?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, who (and in what dept, if known?)							
Have you ever been forced to resign from employment or been dismissed?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please explain.							
You acknowledge that you may be called upon to work mandatory overtime at the overtime rate, and that you may be expected to be flexible with your schedule.		YES <input type="checkbox"/>	NO <input type="checkbox"/>								

REFERRAL

- Employee referral Oakland Zoo Website
Name of employee? _____ www.oaklandzoo.org
- How did you know about our opening? School (career center, bulletin board, etc) Walk-in applicant
Which school? _____
- Online posting (Craigslist, etc) Friend / Colleague
Which site? _____

SKILLS AND EXPERIENCE

Please list any skills or experience that you think would be applicable to the position you are applying for.

EDUCATION

High School	Address								
# of Years Completed	9	10	11	12	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Diploma?		
College	Address								
# of Years Completed	1	2	3	4	5	6	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree?
Other	Address								
Length of time enrolled?	YES <input type="checkbox"/>		NO <input type="checkbox"/>		Completed?				

REFERENCES

Please list three professional references.

Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Full Name	Relationship
Company	Phone ()
Address	

PREVIOUS EMPLOYMENT

Begin with most recent employment/position

Company Phone ()

Address Supervisor

Job Title

Responsibilities

From To Reason for Leaving

May we contact your previous supervisor for a reference? YES NO Hours worked per week:

Company Phone ()

Address Supervisor

Job Title

Responsibilities

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Job Title

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From To Reason for Leaving

May we contact your previous supervisor for a reference? YES NO Hours worked per week:

MILITARY SERVICE

Branch From To

Rank at Discharge Type of Discharge

AGREEMENTS / CERTIFICATION

Please read each paragraph and initial to indicate your agreement, then sign below.

_____ I authorize the Conservation Society of California to investigate my references, work record, education and other matters as related to my suitability for employment. I authorize the references I've listed (and any additional references identified by the Zoo or myself) to provide any relevant information regarding my previous (or current) employment. I hereby release all persons, employers, schools of any and all claims, demands or liabilities which might arise out of (or could be related to) such investigations and/or disclosure.

_____ I certify that I have provided truthful information and not withheld, falsified or misrepresented any information pertaining to this application for employment (including my resume and reference information). I understand that omitting or misrepresenting facts on this document or in any application materials used to secure employment may be grounds for rejection of this application. I understand that false statements or misrepresentations may also be grounds for immediate discharge if I am employed, without regard to the time elapsed before discovery of such information.

_____ I understand and agree that (as part of the employment application process) I may be subject to a criminal and consumer/credit background check from a reporting agency. I agree to sign an applicant disclosure form authorizing the Conservation Society of California to obtain background information (including credit information and driving records). I understand that my employment with the Zoo is contingent upon the successful clearance of the background check (and credit check for any positions related to finance, cash handling, accounting and the like and/or clear driving record for positions that require driving for the Zoo).

_____ I understand that my employment with the Conservation Society of California is "at-will" and is for an unspecified duration. I acknowledge that the employment relationship may be terminated at any time, with or without good cause or for any or no cause, at the option either of the Zoo or me, with or without notice. No one besides the Director of People and the Chief Executive Officer (CEO) may create any agreement that supersedes this at-will agreement, and any such agreement must be in writing and signed by myself, the Director of People and the Chief Executive Officer (CEO).

_____ I certify that if hired, I will provide the Zoo with proof of my authorization to work legally in the United States within the mandated three days from my start date.

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in the rejection of my application or my release from employment.

Signature

Date