

Pittsburgh Zoo & Aquarium

Employment Application

Date of Application _____

Position Applied for _____

Date available to start _____

Personal History

Last name		First name		(M.I.)		
Home addresses for the past 7 years (Use additional page if needed)						
Present Home address		Apt. #	City	State	Zip code	Dates of residency
Home address		Apt. #	City	State	Zip code	Dates of residency
Home address		Apt. #	City	State	Zip code	Dates of residency
Home address		Apt. #	City	State	Zip code	Dates of residency
Home address		Apt. #	City	State	Zip code	Dates of residency
Home address		Apt. #	City	State	Zip code	Dates of residency
Home address		Apt. #	City	State	Zip code	Dates of residency
Home address		Apt. #	City	State	Zip code	Dates of residency
Home telephone ()		Business telephone ()		If employed, can you verify that you are 18 yrs. of age or older? <input type="radio"/> Yes <input type="radio"/> No		If no, do you have a valid work permit? <input type="radio"/> Yes <input type="radio"/> No
Email address						
Are you either a United States citizen or an alien who has the right to work in the job for which you are applying? <input type="radio"/> Yes <input type="radio"/> No			Pursuant to the Immigration Reform and Control Act of 1986, if you are hired you must produce, within 72 hours, documents which are specified by the federal government, establishing your identity and authorization for employment in the United States.			

Education List only highest level of education acquired.

GED:	Yes	No	Date received	Name and Address of Site
School name	School address		# of years attended	Graduate?
High School	Address _____ City _____ State _____ Zip Code _____			
College or Technical School	Address _____ City _____ State _____ Zip Code _____		Degree/Major	
Trade or Graduate School	Address _____ City _____ State _____ Zip Code _____		Degree/Major	

Employment History List present and past employment, beginning with most recent. (Include military service.)

May we contact Present Employer? Yes No				
Dates	Employer	Job Title/Duties	Pay rate	Reason for leaving
Current/ Most Recent Job From: To:	Name _____		Start:	
	Address _____		\$ _____	
	City _____		Finish:	
	State _____ Zip code _____		\$ _____	
Telephone ()	Supervisor Name and Title			
Dates	Employer	Job Title/Duties	Pay rate	Reason for leaving
Previous Job From: To:	Name _____		Start:	
	Address _____		\$ _____	
	City _____		Finish:	
	State _____ Zip code _____		\$ _____	
Telephone ()	Supervisor Name and Title			
Dates	Employer	Job Title/Duties	Pay rate	Reason for leaving
Previous Job From: To:	Name _____		Start:	
	Address _____		\$ _____	
	City _____		Finish:	
	State _____ Zip code _____		\$ _____	
Telephone ()	Supervisor Name and Title			
Dates	Employer	Job Title/Duties	Pay rate	Reason for leaving
Previous Job From: To:	Name _____		Start:	
	Address _____		\$ _____	
	City _____		Finish:	
	State _____ Zip code _____		\$ _____	
Telephone ()	Supervisor Name and Title			
Dates	Employer	Job Title/Duties	Pay rate	Reason for leaving
Previous Job From: To:	Name _____		Start:	
	Address _____		\$ _____	
	City _____		Finish:	
	State _____ Zip code _____		\$ _____	
Telephone ()	Supervisor Name and Title			

Professional License/Certification

Professional License/certification _____	Date received _____
License/certification # _____	Licensed/certified in State of _____

References

Name _____	Home phone () _____ Business Phone () _____
Address _____	Years Known _____ Socially _____ Professionally _____
Business Address _____	
City _____ State _____ Zip code _____	Title _____

Name _____	Home phone () _____ Business Phone () _____
Address _____	Years Known _____ Socially _____ Professionally _____
Business Address _____	
City _____ State _____ Zip code _____	Title _____

Name _____	Home phone () _____ Business Phone () _____
Address _____	Years Known _____ Socially _____ Professionally _____
Business Address _____	
City _____ State _____ Zip code _____	Title _____

Supplemental Data

Maiden Name or Other Names Used in School, Previous Employment or State Certification	
Have you ever been convicted of a crime? Yes No	
Felony _____ or Misdemeanor _____, List Date _____ City/County _____ State _____	
If Yes, explain.	
Drivers License No. _____	State _____

Please Read Carefully

I understand the Zoological Society of Pittsburgh is an at will employer and my employment can be terminated with or without cause and with or without notice at any time at the option of the Zoo or myself. If employed by the Zoological Society of Pittsburgh, I will abide by the policies, procedures, rules and regulations and understand that they can be changed at any time. I understand that as an employee I am responsible for knowing the rules, regulations, policies and procedures of the organization.

I give authorization to contact any or all previous employers, references, schools, law enforcement agencies, and all persons necessary to confirm my personal history, general reputation and character. All persons, corporations, law enforcement agencies and schools supplying such information will be released from all liability and damages whatsoever or using said information.

The Pittsburgh Zoo & Aquarium is an equal employment opportunity employer. It is our policy to provide equal employment opportunities to all individuals based on job related qualifications and ability to perform the job without regard to age, gender, race, creed, religion, color, national origin, sexual orientation, handicap or disability and or status as a disabled veteran or veteran of the wars including Vietnam and Korean conflict.

Reasonable accommodation to the known physical or mental limitations of an otherwise qualified applicant or employee with a disability will be made, unless such accommodation would impose an undue hardship on the operation of the Zoo.

Applicant's signature _____
Date

For Office Use Only - HR

<input type="radio"/> Hire	<input type="radio"/> Hold	<input type="radio"/> Not hire	Starting date:	Starting rate:	<input type="radio"/> Hire	<input type="radio"/> Hold	<input type="radio"/> Not hire	Starting date:	Starting rate:
<input type="radio"/> Full-time	<input type="radio"/> Part-time	<input type="radio"/> Seasonal			<input type="radio"/> Full-time	<input type="radio"/> Part-time	<input type="radio"/> Seasonal		
Interviewed by:			Date:		Interviewed by:			Date:	