

# Pittsburgh Zoo & Aquarium

## Employment Application

Date of Application \_\_\_\_\_

Position Applied for \_\_\_\_\_

Date available to start \_\_\_\_\_

## Personal History

|   |  |   |      |  |          |   |
|---|--|---|------|--|----------|---|
| Last name   |  | First name  |      | (M.I.)   |          |   |
| <b>Home addresses for the past 7 years</b> (Use additional page if needed)  |  |   |      |  |          |   |
| <b>Present</b> 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?<br><input type="radio"/> Yes <input type="radio"/> No  |          | If no, do you have a valid work permit?<br><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<br><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: <input type="radio"/> Yes <input type="radio"/> No |  | Date received       | Name and Address of Site                              |
| School name   | School address   | # of years attended | Graduate?   |
| High School   | Address _____<br>City _____ State _____ Zip Code _____ |                     | <input type="radio"/> Yes<br><input type="radio"/> No |
| College or Technical School                             | Address _____<br>City _____ State _____ Zip Code _____ | Degree/Major        | <input type="radio"/> Yes<br><input type="radio"/> No |
| Trade or Graduate School                                | Address _____<br>City _____ State _____ Zip Code _____ | Degree/Major        | <input type="radio"/> Yes<br><input type="radio"/> No |

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

|   |                            |                                 |                 |                           |
|---|----------------------------|---------------------------------|-----------------|---------------------------|
| May we contact Present Employer? <input type="radio"/> Yes <input type="radio"/> No |                            |                                 |                 |                           |
| <b>Dates</b>  | <b>Employer</b>            | <b>Job Title/Duties</b>         | <b>Pay rate</b> | <b>Reason for leaving</b> |
| <b>Current/<br/>Most Recent Job</b>   | Name _____                 |                                 | Start:          |                           |
| From:   | Address _____              |                                 | \$ _____        |                           |
| To:   | City _____                 |                                 | Finish:         |                           |
|   | State _____ Zip code _____ |                                 | \$ _____        |                           |
| Telephone _____   |                            | Supervisor Name and Title _____ |                 |                           |
| <b>Dates</b>  | <b>Employer</b>            | <b>Job Title/Duties</b>         | <b>Pay rate</b> | <b>Reason for leaving</b> |
| <b>Previous Job</b>   | Name _____                 |                                 | Start:          |                           |
| From:   | Address _____              |                                 | \$ _____        |                           |
| To:   | City _____                 |                                 | Finish:         |                           |
|   | State _____ Zip code _____ |                                 | \$ _____        |                           |
| Telephone _____   |                            | Supervisor Name and Title _____ |                 |                           |
| <b>Dates</b>  | <b>Employer</b>            | <b>Job Title/Duties</b>         | <b>Pay rate</b> | <b>Reason for leaving</b> |
| <b>Previous Job</b>   | Name _____                 |                                 | Start:          |                           |
| From:   | Address _____              |                                 | \$ _____        |                           |
| To:   | City _____                 |                                 | Finish:         |                           |
|   | State _____ Zip code _____ |                                 | \$ _____        |                           |
| Telephone _____   |                            | Supervisor Name and Title _____ |                 |                           |
| <b>Dates</b>  | <b>Employer</b>            | <b>Job Title/Duties</b>         | <b>Pay rate</b> | <b>Reason for leaving</b> |
| <b>Previous Job</b>   | Name _____                 |                                 | Start:          |                           |
| From:   | Address _____              |                                 | \$ _____        |                           |
| To:   | City _____                 |                                 | Finish:         |                           |
|   | State _____ Zip code _____ |                                 | \$ _____        |                           |
| Telephone _____   |                            | Supervisor Name and Title _____ |                 |                           |
| <b>Dates</b>  | <b>Employer</b>            | <b>Job Title/Duties</b>         | <b>Pay rate</b> | <b>Reason for leaving</b> |
| <b>Previous Job</b>   | Name _____                 |                                 | Start:          |                           |
| From:   | Address _____              |                                 | \$ _____        |                           |
| To:   | 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? <input type="radio"/> Yes <input type="radio"/> 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:          |                |