

THE WATER CONSERVATION GARDEN
(DBA "Friends of The Water Conservation Garden")

PLEASE PRINT ALL
INFORMATION REQUESTED
EXCEPT SIGNATURE

COMPLETE PAGES 1-4

APPLICATION FOR EMPLOYMENT

APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

DATE _____

NAME _____

Last
First
Middle
Maiden

ADDRESS _____

Number
Street
City
State
Zip

How long at current address? ____ yrs Social Security No. _____ - _____ - _____

Telephone (____) _____

If under 18, please list age _____

Position applied for _____ Salary / wage desired _____

Days/hours available to work

Sun _____ Mon _____ Tue _____ Wed _____ Thu _____ Fri _____ Sat _____

How many hours can you work weekly? _____ Can you work nights? Yes No

Employment desired Full-time only Part-time only Full- or part-time

When available to start? _____

Have you ever been convicted of a crime? No Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

Do you have a valid California Driver's License? Yes No

Do you have a means of transportation to work? Yes No

Driver's license number _____ State of issue _____ Operator Commercial (CDL) Chauffeur
 Expiration date _____

Have you had any accidents during the past three years? How many? _____

Have you had any moving violations during the past three years? How many? _____

EDUCATION				
TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (mailing address)	# YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

MILITARY

Are you a veteran of the US Armed Forces? Yes No Are you currently in the National Guard? Yes No

Specialty _____ Date Entered _____ Discharge Date _____

REFERENCES

Please list two references other than relatives

Name _____

Name _____

Position _____

Position _____

Company _____

Company _____

Address _____

Address _____

Telephone () _____

Telephone () _____

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

SKILLS

Personal Computer Yes (PC Mac) No

Other Skills _____

EMPLOYMENT HISTORY

Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List jobs held, duties performed, skills used or learned, advancements or promotions while you worked at this organization.			

Employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
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Reason for leaving (be specific)			
List jobs held, duties performed, skills used or learned, advancements or promotions while you worked at this organization.			

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	Your last job title		
Reason for leaving (be specific)			
List jobs held, duties performed, skills used or learned, advancements or promotions while you worked at this organization.			

May we contact your present employer? Yes No

Did you complete this application yourself? Yes No If not, who did? _____

APPLICATION FORM WAIVER

PLEASE READ CAREFULLY

In exchange for the consideration of my job application by The Water Conservation Garden, I agree to the following:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Water Conservation Garden practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of The Water Conservation Garden, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the Executive Director of The Water Conservation Garden. Both the undersigned and The Water Conservation Garden may end the employment relationship at any time, without specified notice or reason. If employed, I understand that The Water Conservation Garden may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give The Water Conservation Garden permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release The Water Conservation Garden from any liability as a result of such contract.

I also understand that (1) The Water Conservation Garden has a drug and alcohol policy that provides for testing during employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing if administered. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of your employment application, The Water Conservation Garden may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, The Water Conservation Garden will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with The Water Conservation Garden shall be probationary for a period of sixty (60) days, and further that at any time during the probationary period or thereafter, my employment relationship with The Water Conservation Garden is terminable at will for any reason by either party.

Applicant Signature

Date

Employment at The Water Conservation Garden

It is the policy of The Water Conservation Garden to provide equal employment opportunities to all qualified persons without regard to race, creed, religion, sex, sexual orientation, age, national origin, physical or mental disabilities, marital status, veteran status, or any other status or characteristic protected under federal, state, or local law. The Immigration Reform and Control Act of 1986 requires The Water Conservation Garden to hire only individuals who are eligible to work in the United States. Upon the employee's reporting for the first day of work, an individual will be expected to present proper documentation establishing employability.