



Application for Employment

Job Title applied for: _____

Please read all instructions carefully and complete all sections of the application accurately.

Attention applicant: It is your responsibility to provide sufficient information on this application to indicate that you meet the minimum qualifications for the job for which you wish to be considered. In compliance with the Americans with Disabilities Act (ADA), the Tucson Botanical Gardens will provide, if requested, reasonable accommodation to applicants in need of accommodation in order to provide access to the application, interviewing and selection process.

Date: _____

Applicant Information

Name: _____
Last First Middle

Present Address: _____
Street City State Zip

Phone Number: _____ **Message Phone:** _____

Email: _____

How Were You Referred? (Check one)

Website Newspaper/Journal Community TBG Employee _____

Education

Name of High School: _____

Location of School: _____ (Check one) High School Diploma
City and State GED

Post-Secondary Education (Official transcripts may be required for persons selected for employment)

Institution: _____ **Degree/Certificate Earned:** _____

Location: _____ **Credit Hours/Units Earned:** _____

City and State

Major fields of study: _____

Other relevant subjects studied: _____

Institution: _____

Degree/Certificate Earned: _____

Location: _____

Credit Hours/Units Earned: _____

City and State

Major fields of study: _____

Other relevant subjects studied: _____

License(s) (List all relevant certificates or licenses including valid driver's license.)

Type of License:	License Number:	Expiration Date & State:	Granted By:

Professional References

Please list references who are familiar with your work-related abilities and background. Do not list relatives.

Name: _____

Relationship: _____

Address: _____

Number and Street Name

City State ZIP

Telephone: _____

Email: _____

Name: _____

Relationship: _____

Address: _____

Number and Street Name

City State ZIP

Telephone: _____

Email: _____

Name: _____

Relationship: _____

Address: _____

Number and Street Name

City State ZIP

Telephone: _____

Email: _____

Employment History (This section must be completed)

Do not attach supporting documents such as résumés, letters of recommendation, performance evaluations, etc., unless specified in the position announcement, as they will not be evaluated or forwarded to the hiring department. Statements such as “See Résumés” do not substitute for completing any portion of this application.

Beginning with your current or most recent job, list all relevant previous employers and provide a complete description of duties. If applicable, include military and unpaid volunteer experience. Account for any gaps in employment in the *Additional Information* section. Please note that an offer of or continued employment may depend upon verification of education, skills and employment history.

_____/_____/_____ to _____/_____/_____ _____
Mo./Yr. Mo./Yr. Employer's Name Job Title

Address: _____
Number and Street Name City State ZIP

Name of Supervisor: _____ **Phone:** _____

O.K. to contact? _ Yes _ No **If no, why?** _____

Number of employees you supervised: _____ **Wage: \$**_____ **Hours worked per week:** _____

Reason for leaving: _____

Job Description:

_____/_____/_____ to _____/_____/_____ _____
Mo./Yr. Mo./Yr. Employer's Name Job Title

Address: _____
Number and Street Name City State ZIP

Name of Supervisor: _____ **Phone:** _____

O.K. to contact? _ Yes _ No **If no, why?** _____

Number of employees you supervised: _____ **Wage: \$**_____ **Hours worked per week:** _____

Reason for leaving: _____

Job Description:

Additional Information Please list any additional acquired skills, knowledge or experience you would like considered in assessing your qualifications for this position (such as volunteer work, vocation training, computer courses, software programming, office skills, foreign language skills, keyboarding skills/speed, research skills, computer skills, etc.).

General Information

- Yes No **Are you legally authorized to work in the USA?**
 Yes No **Are you under 19 years of age?**
 Yes No **Have you ever been employed at the Gardens?**
 Yes No **Have you ever been convicted of (or plea bargained to) a FELONY conviction?**

Signature

I hereby certify that all information is true and complete to the best of my knowledge. I understand that employment in certain positions may be conditional upon a review of criminal records. I authorize the Tucson Botanical Gardens to request and obtain records to determine the accuracy of my responses. I agree to abide by all applicable rules, regulations and policies upon my acceptance of employment with the Gardens. I understand that any material misrepresentation or omission on this application may be grounds for rejection of my application or termination of any subsequent employment with the Gardens.

Applicant Signature: _____ **Date:** _____

Thank you for your interest in applying for employment with the Tucson Botanical Gardens.



Equal Employment Opportunity Self-Identification Form

This self-identification form will be separated from the application and will not be used in the employment decision.

Job Title applied for: _____

Department: _____

The Tucson Botanical Gardens, as an equal opportunity employer, recruits members of diverse racial and ethnic groups, person with disabilities, veterans and women. The Gardens requests your assistance in meeting federal regulations by providing the following information.

As a matter of the Gardens policy as well as applicable law, we are required to keep records and perform certain analyses of our applicant pools by race, ethnicity, and sex. Since such analyses are only possible if we know the profile of our applicants, we ask you to voluntarily complete this survey and return it to us promptly.

The information which applicants provide does not at all affect their prospects for employment and is treated very confidentially. For any statistical analysis to be meaningful, we must have information on as many applicants as possible and it is just as important to collect this information from men and from non-minorities as it is to obtain it from women and minority group members.

We appreciate that some applicants will find this request intrusive and we regret this. However, please be advised that we are required by the government to keep such records and perform such analyses: your cooperation will allow us to be accurate.

The categories listed below are those used by the US Bureau of Census and the Department of Labor and are the only options currently available for federal reporting purposes. We recognize that these categories do not accommodate persons with diverse ethnic backgrounds. We ask that you choose only one, otherwise we will be unable to perform any analysis.

How do you describe yourself? (Indicate only one)

- American Indian or Alaskan Native:** A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or has community recognition.
- African American/Black (not of Hispanic Origin):** A person having origins in any of the Black racial groups of Africa.
- Hispanic:** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- White (not of Hispanic Origin):** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Asian American/Pacific Islander:** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa; and on the Indian subcontinent, includes India, Pakistan, Bangladesh, Nepal, Sri Lanka, Sikkim and Bhutan.
- Male** **Female**

Name: _____
Last (Please print) First M.I.

Date: _____

The Tucson Botanical Gardens is an equal opportunity institution. The Gardens prohibits discrimination in its programs and activities on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation and is committed to maintaining an environment free from sexual harassment and retaliation.