



# Employment Application

The Toledo Zoo  
P.O. Box 140130  
Toledo, OH 43614

The Toledo Zoo is an Equal Opportunity Employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability, veteran status, genetic information (GINA) or any other status as protected by local, state or federal law.

Please complete this application legibly in ink. Please respond to all questions indicating N/A to those that do not apply.

Personal Information			
Last Name	First Name	Middle Name	
Street Address	City	State	Zip
Telephone	Alternate Phone Number		
Email			

Position Interest/Availability							
Position Applying For					Other Position You Would Consider		
Date Available to Begin Work		Status Desired _____ Seasonal _____ Part Time _____ Full Time			Salary Requirements		
Hours Available	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Available From							
Available To							

General Information
Have you ever been employed by The Toledo Zoo _____ Yes _____ No
If yes, please list dates _____ If employed under a different name, please note name _____
Are you over the age of 18 years? _____ Yes _____ No. If under 18, list date of birth _____ <i>(If under 18 you will be required to provide a work certificate and proof of parental consent)</i>
Do you have a valid driver's license _____ Yes _____ No
Are you legally eligible for employment in the United States? _____ Yes _____ No <i>(If employed you will be required to provide documentation to verify eligibility)</i>
Have you ever been terminated or have you resigned in lieu of being terminated? _____ Yes _____ No If yes, please explain _____
Are you able to perform the essential functions of the positions that you are applying for with or without accommodation? _____ Yes _____ No
How did you hear about this position? Advertisement (please note where) _____ TZ or other Website _____ Employee (please note name) _____ School (please specify _____) Other (please specify) _____

Education and Training					
Type of School	Name of School/Address	Graduated		Type of Degree, Diploma, Certificate and Major/Minor Area of Study	Name if Different
		Yes	No		
High School or GED					
Vocational/Technical or Two Year College					
College or University					
Graduate School					
Other					

Licensure, Certification or Registrations				
Licensure, Certification or Registration Held	Issued By	Number	Date Issued	Date Expires

**Employment History - Please begin with current or most recent employer. Do not exclude any employment. Explain periods of unemployment and include U.S. Military Service. If more space is needed, please use another sheet.**

<b>Company Name</b>	<b>Date From</b>	<b>Date To</b>	<b>Job Title</b>
Address	Supervisor Name and Title		Description of Job Duties
Telephone Number	Hourly Rate or Salary		
Reason for Leaving			

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Telephone Number	Hourly Rate or Salary		
Reason for Leaving			

**References – List four individuals who are not related to you to provide personal and employment references.**

Name	E-mail Address	Telephone Number	Relationship	Years Known

**Please Read Carefully Before Signing - Applicant's Certification and Authorization**

I hereby certify that the information and facts set forth in this application are true, complete and accurate to the best of my knowledge. I understand that any falsifications, misrepresentations or omissions of any facts in this application or other documents submitted for consideration of employment will be cause for denial of employment or immediate termination of employment, if employed regardless of the timing or circumstances of discovery.

I understand that if I am hired, this Application becomes a part of my official employment record.

I authorize The Toledo Zoo to verify the accuracy of any information provided about me. I hereby authorize any and all schools, employers, references, regulatory boards, courts and any others who have information about me to provide such information to The Toledo Zoo and/or any of its employees, representatives, agents or vendors. I release all parties involved in this process from any liability for any and all damage that may result from providing such information.

I understand that if offered a position, I may be required to submit to a pre-employment drug screening and criminal background check as a condition of employment. I further understand that I may be required to complete a pre-employment physical exam depending upon the position offered. I understand that receipt of unsatisfactory results from, failure to complete as required, or any attempt to affect the results of such pre-employment screening, will result in the immediate withdrawal of any offer of employment or the termination of employment, if I am already employed.

**I understand that submission of an application does not guarantee employment. I further understand that should an offer of employment be made by The Toledo Zoo, such offer, whether or not stated, is for employment at will, and that if I accept such offer, my employment may be terminated by either The Toledo Zoo or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, or statements of The Toledo Zoo or its employees or representatives used during the hiring process or during my employment may be considered to be a contract of employment, either actual or implied. I understand that no employee or representative, other than the Executive Director of The Toledo Zoo has the authority to enter into any agreement contrary to the above, and that any such agreement, if made, will not be valid or binding unless it is set out in writing and signed by the Executive Director of The Toledo Zoo.**

In consideration of employment, if offered, I agree to abide by and adhere fully to all rules, regulations, policies and procedures of The Toledo Zoo at all times. I further understand that The Toledo Zoo's rules, regulations, policies and procedures may be changed at any time, with or without notice.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_