

EDUCATION

School	Name and Complete Address	Course of Study	Years Completed	Diploma / Degree
High School				
Undergraduate College				
Graduate / Professional				
Other				

EMPLOYMENT HISTORY

Start with your most recent job. Include any job related military service assignments, schooling or research, and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities, or other protected status.

Employer _____	Dates Employed _____
Address _____	
Position Held _____	Supervisor _____
Starting Salary _____	Final Salary _____ Telephone Number _____
Describe Duties _____	

Reason for Leaving _____	

Employer _____	Dates Employed _____
Address _____	
Position Held _____	Supervisor _____
Starting Salary _____	Final Salary _____ Telephone Number _____
Describe Duties _____	

Reason for Leaving _____	

Employer _____	Dates Employed _____
Address _____	
Position Held _____	Supervisor _____
Starting Salary _____	Final Salary _____ Telephone Number _____
Describe Duties _____	

Reason for Leaving _____	

Please indicate any specialized training, skills or experiences that you feel especially qualify you for work with our company.

List professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability or other protected status.)

Have you ever served in the U.S. Armed Forces? Yes _____ No _____

If yes, list duties in the service including specialized training that is relevant to the position for which you applied.

Have you ever been convicted of a crime? Yes _____ No _____

If yes, state the nature of the offense, when, where, and disposition. (A conviction record will not necessarily be a bar to employment. This information will be used only for job-related purposes and only to the extent permitted by applicable law.)

Is there anything that would prevent you from performing in a reasonable and safe manner the activities involved in the position for which you have applied? Yes _____ No _____

If yes, please explain.

PERSONAL REFERENCES (Do not include relatives)

NAME	ADDRESS / PHONE NUMBER	OCCUPATION
1.		
2.		
3.		

APPLICANT STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge and I authorize investigation of all statements contained in this application for employment as Longwood Gardens may consider necessary.

I hereby understand and acknowledge that if I am hired by Longwood Gardens, my employment relationship with Longwood Gardens will be “at will”, which means that I may resign at any time and Longwood Gardens may discharge me at any time with or without cause. I further understand that this “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of Longwood Gardens.

I understand that Longwood Gardens may request a criminal record check, drug test and motor vehicle record. I understand that any offer of employment that I may receive will be conditioned upon the results of the criminal record check, drug test and motor vehicle report.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also that if I am hired I am required to abide by all rules and regulations of Longwood Gardens.

APPLICANT'S SIGNATURE: _____ DATE: _____