

Application for Employment

Conservancy for Cuyahoga Valley National Park

Environmental Education Center, 3675 Oak Hill Road, Peninsula, OH 44264 • 330/657-2796 • 330/657-2058 Fax

Administrative Office, 1403 West Hines Hill Road, Peninsula, OH 44264 • 330/657-2909 • 330/657-2328 Fax

www.info@forcvnp.org

Instructions: Complete all necessary information.

You may be asked to provide additional information on another form. **Please Type or Print.**

The Conservancy for Cuyahoga Valley National Park is an equal opportunity employer and does not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

Applicant name: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone #: (____) _____ Email: _____

Type of employment desired: _____ full-time _____ part-time _____ seasonal

Position applying for: _____

On what date would you be available to start work? _____

Are you able to meet the attendance requirements? _____ Yes _____ No

Do you have any objection to working overtime if necessary? _____ Yes _____ No

Have you ever been previously employed by our organization? _____ Yes _____ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? _____ Yes _____ No

If you are under 18, can you furnish a work permit if it is required? _____ Yes _____ No

Have you been convicted of a crime in the last 7 years? _____ Yes _____ No

If yes, please explain (a conviction will not automatically bar employment): _____

Have you lived in the state of Ohio for the last 5 years? _____

If not, what state(s) have you lived in? _____

Driver's license number: _____ State issued in: _____ Expiration date: _____

How were you referred to us? _____

Skills and Qualifications

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications that would be of benefit in the job for which you are applying:) _____

Employment History

Please provide all employment information for your past three employers starting with the most recent.
May we contact your previous employers for a reference? YES NO

Employer: _____ Position held: _____
Address: _____ Telephone #: _____
Immediate supervisor and title: _____
Dates employed: from _____ to _____ Salary: _____
Job summary: _____
Reason for leaving: _____

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Educational History

High school

Name and location: _____
Course of study: _____ Did you graduate? _____

Undergraduate College or University

Name and location: _____
Course of study: _____ Did you graduate? _____

Graduate School

Name and location: _____
Course of study: _____ Did you graduate? _____

Vocational or Technical Training

Name and location: _____
Course of study: _____ Did you graduate? _____

Other

Name and location: _____
Course of study: _____ Did you graduate? _____

References

List 3 reference names, telephone numbers, and years known (do not include relatives or employers)

Name: _____ Address: _____
Phone #: (_____) _____ Years known: _____

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Name: _____ Address: _____
Phone #: (_____) _____ Years known: _____

I hereby authorize The Conservancy for CVNP to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability The Conservancy for CVNP and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I understand that I will be employed at-will, and that my employment can be terminated without cause and without notice, at any time. I understand that no employee, supervisor or representative of The Conservancy for CVNP has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to my employment at-will.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that person's need for a reasonable accommodation to perform the essential functions of the relevant job, as required by the ADA.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant signature: _____

Date: _____

Updated 5/10/2013