

# APPLICATION FOR EMPLOYMENT

Dallas Arboretum

Dallas Arboretum and Botanical Society, Inc. is an equal opportunity employer, and does not discriminate against applicants or employees because of race, color, religion, national origin, sex, age, sexual orientation, disability status or membership or application for membership in a uniformed service or other characteristic as protected by applicable law of an otherwise qualified individual. 11-12

## GENERAL INFORMATION

Name \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_  
Street City State Zip

Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

Are you legally entitled to work in the United States?  YES  NO Are you 18 years of age or over?  YES  NO  
 If employed, you will be required to provide documentation of citizenship and / or residency status.

Have you ever been convicted of, plead guilty, no contest, or no lo contendo, or been given probation or deferred adjudication in lieu of sentencing for any criminal offence other than a minor traffic violation?  YES  NO IF YES, please states the nature of the offense and the disposition of the case. Include dates and places. NOTE: Felony convictions or existence of a criminal record does not constitute an automatic bar to employment.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**POSITION(s) DESIRED (must indicate this):** **Date Available:** **Desired Salary:**

Are you able to perform the functions of the job for which you are applying, as described or demonstrated to you, or as listed on the job description, that has been provided to you, with or without any accommodation?  YES  NO

List any special skills or qualifications that relate to the position(s) for which you are applying \_\_\_\_\_

Have you previously worked for Dallas Arboretum and Botanical Society?  YES  NO If yes, when \_\_\_\_\_

Are you related to a current Arboretum employee?  YES  NO If yes, who \_\_\_\_\_

Are you available for : <input type="checkbox"/> Full time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Overtime <input type="checkbox"/> Evenings <input type="checkbox"/> Weekdays <input type="checkbox"/> Weekends	Where did you hear about this job (please be specific)
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## EDUCATION

Name and Location of School	# of Years Attended	Did You Graduate	Subjects Studied Degree(s) Earned
High School		Yes No	
College		Yes No	
Graduate School		Yes No	
Trade, Business or Correspondence School		Yes No	

**EMPLOYMENT HISTORY** List your employment history below with most recent employer first. **DO NOT indicate "SEE RESUME"**

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**EMPLOYER** \_\_\_\_\_ **Telephone #** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Employed From \_\_\_\_\_ To \_\_\_\_\_ Job Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Job Duties (Brief Description) \_\_\_\_\_

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Wage \_\_\_\_\_

**Position Status:** [ ] Full Time [ ] Part Time [ ] Temporary

**Reason for Leaving:** [ ] Resigned [ ] Dismissed Explanation \_\_\_\_\_

**If this is your current employer, may we contact it?** (Circle One) YES NO

**EMPLOYER** \_\_\_\_\_ **Telephone #** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Employed From \_\_\_\_\_ To \_\_\_\_\_ Job Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Job Duties (Brief Description) \_\_\_\_\_

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Wage \_\_\_\_\_

**Position Status:** [ ] Full Time [ ] Part Time [ ] Temporary

**Reason for Leaving:** [ ] Resigned [ ] Dismissed Explanation \_\_\_\_\_

**EMPLOYER** \_\_\_\_\_ **Telephone #** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Employed From \_\_\_\_\_ To \_\_\_\_\_ Job Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Job Duties (Brief Description) \_\_\_\_\_

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Wage \_\_\_\_\_

**Position Status:** [ ] Full Time [ ] Part Time [ ] Temporary

**Reason for Leaving:** [ ] Resigned [ ] Dismissed Explanation \_\_\_\_\_

**EMPLOYER** \_\_\_\_\_ **Telephone #** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Employed From \_\_\_\_\_ To \_\_\_\_\_ Job Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Job Duties (Brief Description) \_\_\_\_\_

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Wage \_\_\_\_\_

**Position Status:** [ ] Full Time [ ] Part Time [ ] Temporary

**Reason for Leaving:** [ ] Resigned [ ] Dismissed Explanation \_\_\_\_\_

**PERSONAL REFERENCES**

List below three persons, not related to you, whom you have know at least one year.

Name	Indicate if a friend, co-worker, neighbor, etc.	Phone Number	Years Known

**APPLICANT STATEMENT**

I certify that this application was completed by me and that all entries on it and the information in it provided by me are true and complete, to the best of my knowledge. I understand that any misstatement, omission, falsification, or misrepresentation of fact in this application may disqualify me from consideration for employment, or if I am hired, may result in disciplinary action up to and including termination of employment.

I authorize Dallas Arboretum and Botanical Society ("DABS"), in order to evaluate me for employment purposes, to contact any or all of the previous employers references and educational institutions, to conduct a criminal background check and to fully investigate my suitability for employment, character, general reputation, personal characteristics, mode of living, work habits, skills and/or abilities, including contacting a credit bureau, credit agency, or other consumer reporting agency of its choice. I understand that certain reports that DABS receives as a result of its investigation may be "consumer reports" or "investigative consumer reports" and that I may be entitled under federal law to make a written request to receive disclosure of the nature and scope of certain aspects of DABS's investigation. I understand that the results of any such investigation may be disclosed to personnel of DABS involved in the employment decision, and I consent to such disclosure.

I understand and agree that DABS may require as a condition of my employment that I admit to a pre-employment physical examination by qualified medical personnel and/or test to screen for illegal drug use after an offer of regular employment has been made and prior to commencement of any job duties in that capacity. I further acknowledge and agree that any offer of employment I receive from DABS is conditioned on the result of any such pre-employment physical examination and /or drug screen, in accordance with applicable law.

**IN CONNECTION WITH AND IN CONSIDERATION OF THE UNDERTAKING OF DABS TO REVIEW THIS APPLICATION FOR EMPLOYMENT AND TO CONSIDER ME FOR HIRE, I HEREBY RELEASE AND ACQUIT DABS FROM ANY LIABILITY WHATSOEVER FOR ANY DAMAGE, RESULTING FROM NEGLIGENCE OR OTHERWISE, THAT I MAY SUFFER OR SUSTAIN BY REASON OF ITS USE OF ANY SUCH REPORT OR INFORMATION**

**I further acknowledge and agree that this employment application is not a contract or a legal guarantee of permanent employment. If hired by DABS, my employment is not for any specific term and may be terminated at any time either by me or by DABS with or without reason or advance notice. No officer, executive staff member, department head, supervisor, employee, or representative of DABS, other than the President, has the authority to enter into any agreement for employment for a specified period to time , or to make any statement contrary to the provisions outlined above.**

If hired, I agree to comply with all rules, regulations and operating procedures established by DABS.

I have read and fully understand the above statements and conditions of employment.

**DATE** \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_

**INFORMATION TO APPLICANTS**

Dallas Arboretum and Botanical Society, Inc. ("DABS") is an Equal Opportunity Employer. The Civil Rights Act of 1964, Title VII, prohibits discrimination by employers against job applicants or employees because of their race, color, religion, sex or national origin or other applicable employment law. The Age discrimination in Employment Act of 1967 prohibits employment discrimination on the basis of age with respect to persons who are at least 40 years of age. The Americans with Disabilities act of 1990 prohibits employment discrimination by employers against a qualified individual with a disability because of the disability of such individual with respect to job application procedures, hiring, advancement, discharge, compensation, training and other terms, conditions and privileges of employment. The Uniformed services employment and Reemployment Rights Act of 1994 prohibits employment discrimination by an employer because of membership or application for membership in a uniformed service. The Texas Commission on Human Rights Act prohibits discriminations by employers against job applicants or employees because of race, religion, national origin, or disability status of an otherwise qualified individual.

This application contains authorization for DABS to fully investigate your suitability for employment and personal history by obtaining information from your previous employers and/or other knowledgeable persons as to their first hand experience with you, and also, when deemed necessary, by obtaining reports from credit bureaus, credit agencies, or other consumer reporting agencies. Under some circumstances, certain of such reports may be "consumer reports" or "investigative consumer reports" as to which under the Fair Credit Reporting Act you are entitled, upon your request in writing, to receive a complete and accurate disclosure of the nature and scope of the investigation requested by DABS.