



Employment Application

Klehm Arboretum & Botanic Garden Inc

An Equal Opportunity Employer

Please type or print all information

Date: _____

Last Name	First Name	Middle Initial
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Address

City	State	Zip Code
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Daytime Phone	Evening Phone	Email Address
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Date Available to Start

Times Available for Work: Weekdays Evenings Saturdays Sundays

Klehm Arboretum and Botanic Garden is open year-round, including most holidays. All employees may be required to assist with weekend and holiday coverage.

Type of Job Desired: Full time Part time Seasonal Other

Specific Position Desired: _____

How Did You Learn About This Opportunity: _____

Valid Driver's License: _____ (Yes or No)

Education:

High School: _____ Graduate? _____ (Yes or No)

Address: _____ Any specialized training:

City: _____ State: _____ Zip: _____

College: _____ Graduate? _____ (Yes or No)

Address: _____ Any specialized training:

City: _____ State: _____ Zip: _____

Employment History (list most recent first):

Date Started: _____ Date Ended: _____ Supervisor's Name: _____
Name of Company: _____ Phone: _____
Address: _____
City: _____ State: _____ Zip: _____
Position Held: _____ Salary: _____
Reason for Leaving: _____

Date Started: _____ Date Ended: _____ Supervisor's Name: _____
Name of Company: _____ Phone: _____
Address: _____
City: _____ State: _____ Zip: _____
Position Held: _____ Salary: _____
Reason for Leaving: _____

Date Started: _____ Date Ended: _____ Supervisor's Name: _____
Name of Company: _____ Phone: _____
Address: _____
City: _____ State: _____ Zip: _____
Position Held: _____ Salary: _____
Reason for Leaving: _____

References:

Name: _____ Phone: _____
Relationship: _____

Name: _____ Phone: _____
Relationship: _____

Name: _____ Phone: _____
Relationship: _____

I hereby certify that all information contained on this application is true and complete to the best of my knowledge.

Signature of Applicant

Date

Klehm Arboretum and Botanic Garden Inc provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type regarding race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.