SAWTOOTH BOTANICAL GARDEN
Celebrating Plants • Inspiring People

Application for Employment

Sawtooth Botanical Garden

AN EQUAL OPPORTUNITY EMPLOYER

The policy of Sawtooth Botanical Garden (the "Company") is to provide equal employment opportunities to all applicants and employees in all aspects of employment without regard to race, color, religion, sex, age, creed, citizenship, alienage, national origin, ancestry, marital status, sexual orientation, physical or mental disability, veteran status, or any other characteristic protected under federal, state or local law, not to discriminate against applicants and employees on the basis of any protected characteristic, and to affirmatively seek to advance the principles of equal employment opportunity.

Please let us know if you need assistance in the application and/or interview process.

Last Name _____ First Name _____ Middle Initial _____ Date _____

Current Street Address _____

Current Mailing Address _____

Current City _____ State _____ Zip _____

Home Telephone _____ Cellular Telephone _____ Email address _____

Business Telephone _____ May we contact you at work? ☐ Yes ☐ No

Previous Address _____ City _____ State _____ Zip _____ Date From:_____ To:_____

Names by which you have been known if different from present name (in order to check work and education records). _____

How were you referred to us?			
Have you submitted an application or resume here before?	☐ Yes	Date:	☐ No
Have you been employed previously by us or one of our affiliates or a company that we have acquired?	☐ Yes	Date: Co.:	☐ No
Are you related to an employee of the Company?	☐ Yes	Employee:	☐ No
Are you currently authorized to work in the United States?	☐ Yes		☐ No
Are you requesting sponsorship or will you be requesting sponsorship in the future?	☐ Yes		☐ No
Are you 18 years or older (required for compliance with child labor laws)?	☐ Yes		☐ No
If no, can you furnish a work permit if required?	☐ Yes		☐ No
Have you been convicted of, or pled guilty or no contest to, any crime or criminal offense?	☐ Yes		☐ No

Minor traffic offenses, infractions or citations, misdemeanors, and convictions that were sealed, expunged, or annulled by a court (including convictions against a person as a juvenile or youthful offender or adjudications of delinquency), should not be included or considered when responding to this question. If yes, please explain in detail on a separate piece of paper and include the date of final disposition of the case and the nature of the offense. Answering "Yes" to this question will not necessarily disqualify you from employment; the Company will consider additional factors including, but not limited to, when the offense was committed, the nature of the offense, and the relationship between the offense/conviction and the position applied for.

Position for which you are applying or type of work you are interested in obtaining:			
Preferred work status:	☐ Part-time	☐ Full-time	☐ Summer Temporary ☐ Other Temporary (list dates)
Available starting date:		Salary requirements:	
Specific days and hours you would be available to work:			
Preferred work location(s):			

Name of High School or Preparatory School:	Major Course or Subject:	
Address:	Circle Last Year Completed: 1 2 3 4	Degree Received (please circle): GED Diploma
Name of Technical or Business School:	Major Course or Subject:	
Address:	Circle Last Year Completed: 1 2 3 4	Degree Received G.P.A.:_____
Name of College or University:	Major Course or Subject:	
Address:	Circle Last Year Completed: 1 2 3 4	Degree Received G.P.A.:_____
Name of Other School:	Major Course or Subject:	
Address:	Circle Last Year Completed: 1 2 3 4	Degree Received G.P.A.:_____

Are you planning to pursue further studies? No ☐ ☐ Yes When: Where:
What course(s):

Please describe your participation in any job-related organizations, clubs, or professional societies, and/or leadership roles (Exclude organizations which would reveal race, color, religion, sex, age, creed, citizenship, alienage, national origin, ancestry, marital status, sexual orientation, disability, veteran status or any other characteristic protected under federal, state or local law.):

Please indicate any special skills and/or qualifications you possess which you feel directly relate to the position for which you are applying or the type of work you are interested in obtaining (special licenses held, certifications, typing, computer programs, etc.).

EXPERIENCE: Please be complete. Your training, employment, and life experiences will be used to determine whether you meet employment requirements and to measure your knowledge, skills, and abilities in competing for open positions. You must, therefore, provide a full and accurate description of the responsibilities, accomplishments, and proficiencies in your jobs, volunteer work or other pertinent life experiences.

Beginning with your most recent experience, list your present and past employment, including periods of self-employment, verifiable volunteer work, unemployment and military service. Attach additional sheets if necessary. Please complete sections below in addition to supplying a resume.

1.	Employer Name:		Start Date:
	Address:		End Date:
	Telephone Number:		Starting Hourly Rate / Salary:
	Job Title:		Final Hourly Rate / Salary:
	Supervisor: May we contact for a reference? Yes	Eligible for rehire? No	Reason for Leaving:
	Work Performed:_____ _____		

2.	Employer Name:		Start Date:
	Address:		End Date:
	Telephone Number:		Starting Hourly Rate / Salary:
	Job Title:		Final Hourly Rate / Salary:
	Supervisor: May we contact for a reference? Yes	Eligible for rehire? No	Reason for Leaving:
	Work Performed:_____		

	_____	
3.	Employer Name:	Start Date:
	Address:	End Date:
	Telephone Number:	Starting Hourly Rate / Salary:
	Job Title:	Final Hourly Rate / Salary:
	Supervisor: Eligible for rehire? May we contact for a reference? Yes No	Reason for Leaving:
	Work Performed:_____ _____	
4.	Employer Name:	Start Date:
	Address:	End Date:
	Telephone Number:	Starting Hourly Rate / Salary:
	Job Title:	Final Hourly Rate / Salary:
	Supervisor: Eligible for rehire? May we contact for a reference? Yes No	Reason for Leaving:
	Work Performed:_____ _____	

REFERENCES: List names and address of three persons not related to you who can vouch for your character, habits, and reliability. Business and professional people preferred. Do not include any names of former employers.

1.	Name:	Occupation:
	Company and Address:	Telephone:
2.	Name:	Occupation:
	Company and Address:	Telephone:
3.	Name:	Occupation:
	Company and Address:	Telephone:

APPLICANT: PLEASE READ CAREFULLY BEFORE SIGNING:

This application will be given every consideration, but its receipt does not imply that the applicant will be employed. I understand that this application will be active for a period of 90 days; after that time, I must submit a new application if I wish to be considered for employment.

I understand that my employment and continued employment is contingent upon satisfactory consumer reports and criminal background checks. I authorize the Company to investigate, verify and discuss all information set forth in my employment application, by contacting my prior employers, colleagues, educational institutions, and other references set forth above, and by any and all other means authorized or permitted by law, including any consumer reports and criminal background checks. I authorize any entity or person named in this application to provide the Company with any and all information in their possession, custody, or control regarding me, whether or not it is in their records, and to provide the Company with information that may be requested by the Company to arrive at an employment decision. I hereby release and agree to hold harmless the Company and its subsidiaries and affiliates, and each and all of their respective employees, agents and representatives, from any and all claims, liability or damages that may arise as a result of taking any actions described herein. In addition, I hereby release and agree to hold harmless any and all individuals and entities who provide any information concerning me whether orally or in writing, in response to a request for such information from the Company.

I understand and agree that if I am hired, my employment with the Company will be terminable "at-will." As an at-will employee, I understand and agree that I have the right to terminate my employment with the Company at any time, for any reason, with or without notice, with or without cause, and that the Company retains the same rights. If I am hired, I understand that all benefits, policies, procedures and other terms and conditions of employment may be changed by the Company at any time, for any reason, with or without notice. I understand that this application form, any and all policies, practices, and procedures of the Company, and all other communications provided or distributed to me by the Company, whether written or verbal, before hire or after I am employed, do not constitute or supplement any contract of employment. I further understand that no agent, employee, or representative of the Company has the authority to make any promise or agreement contrary to any of the foregoing, unless it is in writing and signed and specifically authorized by the Chief Executive Officer of the Company. If I am employed by the Company, I promise to comply with all policies, rules and regulations implemented by the Company as set forth in the Company's policy manual or other communications distributed to employees. I recognize that violation or non-compliance with any such policies, rules and regulations, or inappropriate or improper conduct or performance, may result in discipline up to and including termination of employment.

I understand that if I am hired, I must be able to furnish proof of my identity and eligibility to work in the United States within 72 hours of employment (using forms of documentation deemed acceptable by the United States Citizenship and Immigration Services). I understand that failure to provide such proof of identity and employment authorization will result in my immediate discharge.

I hereby certify that the facts set forth above in my employment application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that any omissions or false or misleading statements in this application or in interviews or other aspects of the hiring process may result in my disqualification from further consideration for employment or, if already employed, such information may be grounds for the immediate termination of my employment.

By signing below, I hereby acknowledge that I have read, agree to and accept the above terms and statements.

_____ _____

Signature of Applicant Date