

ACORN NATURALISTS APPLICATION FOR EMPLOYMENT

Instructions: Please read the job announcement or description to determine if you possess the qualifications for the job. If no position is posted, you may fax in your resume (714-838-5309) which we will keep on file in the event that a position for which you may be qualified becomes available. If a position is posted, please print in ink or type and answer all questions completely and accurately (even if you are attaching a resume). All statements in your application are subject to verification and incorrect or incomplete statements may bar you from employment.

Position applying for: _____ Date: _____ <div style="text-align: center; margin-top: 5px;">Exact title of position</div>

Available to work: _____ Full-time _____ Part-time _____ Shift _____ Temporary _____ Date available for work: _____
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Name: _____ <div style="display: flex; justify-content: space-around; font-size: small;"> First Middle Last </div>	Social Security #: _____ Driver's License #: _____
Current Address: _____ Home Phone Number: (_____) _____ Last Previous Address: _____	

How did you hear about the opening? Please check applicable choice(s): _____ Newspaper _____ Employee _____ Agency _____ Friend _____ College _____ Visited the retail store _____ Acorn Naturalists website _____ Other (please list) Please identify source: _____

	YES	NO
Can you, after employment, offer verification of your legal right to work in the United States?	<input type="checkbox"/>	<input type="checkbox"/>
If hired, can you show proof that you are over the age of eighteen?	<input type="checkbox"/>	<input type="checkbox"/>
If under eighteen, can you, after hire, submit a work permit?	<input type="checkbox"/>	<input type="checkbox"/>
Can you perform the job applied for, with or without reasonable accommodations?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? (Exclude from your answer (1) any conviction which has been referred to a pretrial or post-trial diversion program in which you have participated, (2) any conviction which has been sealed, expunged or pardoned, and (3) any conviction for a misdemeanor marijuana related offense that is more than two years old). If yes, please see page 4.	<input type="checkbox"/>	<input type="checkbox"/>

Employment Experience: List work experience for the last ten years beginning with your present or most recent job. Do not omit any employment, no matter the nature or length of such employment. Please copy this page if more space is needed to complete your answer.

Name of Employer: _____	Address: _____
Type of Business: _____	Department: _____
Your Title: _____	Name/Title of Supervisor: _____
Reason for leaving: _____	Telephone No.: _____
_____	*Dates of Employment: From _____ To _____
_____	Hours per week: _____
Job Responsibilities: _____	Starting Salary: _____ per _____
_____	Ending Salary: _____ per _____

May we contact this employer? _____	If not, give reason: _____

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Type of Business: _____	Department: _____
Your Title: _____	Name/Title of Supervisor: _____
Reason for leaving: _____	Telephone No.: _____
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_____	Ending Salary: _____ per _____

May we contact this employer? _____	If not, give reason: _____

*List month and year

Please explain any gaps in your employment (as set forth on the previous page): _____

Have you ever been terminated or asked to resign from any job? Yes No.

If yes, please explain circumstances: _____

Skills and Qualifications:

Summarize special skills and qualifications acquired from employment or other experiences that may qualify you for work at Acorn Naturalists.

Computer Skills (Hardware/software):

Special Instruments/Equipment or Other:

Educational Background:

Name and Location	No. of Years Completed	Graduated Yes/No
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High School

Name and Location	No. of Years Completed	Graduation Date	Graduated Yes/No	Major/Degree
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College

Other

Miscellaneous:

Do you have a valid driver's license? _____
 Yes No License No. State Expiration Date

Have you admitted or otherwise pled guilty to a traffic violation of any kind within the last five years?
 Yes No If yes, please give date and details: _____

If you answered yes to the question of a criminal offense, state the nature of the crime(s), when and where convicted and disposition of the case. (Do not list any information excluded from the question asking "Have you ever been convicted of a criminal offense?"). Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for, however, may be considered.

References:

Please list name, address and telephone number of three references who are not related to you.

Name	Address	Phone No.	Years Known
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

It is the policy of Acorn Naturalists to recruit, hire and promote for all job classifications without regard to race, religion, creed, color, national origin, sex, age, marital or veteran status, ancestry, disability, sexual orientation or any other basis prohibited by law. Acorn Naturalists also makes reasonable accomodations to disabled applicants and employees.

Applicant's Signature

Date

Please fax completed application and any related materials/resumes to (714) 838-5309 or mail the application to:

Human Resources Department
Acorn Naturalists
155 El Camino Real
Tustin, California 92780

Thank You.