



Global Resources for Environmental Education & Nature

518 State Hwy BB Saddlebrooke, MO 65630

573-483-3100/417-587-3633

Fax:417-587-3622

stripes@nationaltigersanctuary.org

www.nationaltigersanctuary.org

EMPLOYMENT APPLICATION

(Please Print or Type)

Global Resources for Environmental Education and Nature d.b.a. National Tiger Sanctuary is an Equal Opportunity Employer and adheres to applicable laws prohibiting discrimination on the basis of race, age, color, religion, sex, national origin disability, Vietnam Era veteran and disabled veteran status or any other protected category or basis prohibited by Federal, State or Local Law.

DATE:

| | | | |
|--|---|---|-----|
| Name (Last) | First | Middle | |
| Address | City | State | Zip |
| How long at this address? | Home phone: | Cell phone: | |
| D.O.B. (MM/DD/YYYY): | E-mail: | | |
| Have you applied to NTS before? Yes ___ No ___ | Which positions are you applying for and why? | | |
| Do you have friends or family working at NTS? Yes ___ No ___ | If you have friends or family working here- Names: | | |
| How did you hear about NTS? _____ | Have you worked for NTS before? If yes, Dates: _____ Yes ___ No ___ | Position: _____ Reason for leaving: _____ | |
| All animal care, grounds keeping, and tour guide positions regularly require physical labor, heavy lifting, long periods of standing and walking, and working outside in all types of weather. Good health and endurance are required. Do you have any health conditions or physical limitations that would affect your responsibilities? Yes ___ No ___ If Yes, please explain: _____ _____ | | | |

AVAILABILITY:

It is important for applicants to understand that employees at our facility are on call 24/7 in case of any emergency that may occur with an animal's health. We expect that you can arrive within 1 hour of being called in. Any time or situation where you cannot adhere to this policy must be preapproved by a supervisor.

| | | |
|--|---|---|
| Employment Desired: Full Time ___ Part Time ___ Temp ___ | Date Available: | Wages/Salary Applied For: |
| Can you work weekends? Yes _____ No _____ | Can you work Holidays? Yes _____ No _____ | Can you work evenings? Yes _____ No _____ |

Please list any known conflicts there would be on a weekly schedule that would make you unavailable for work during a typical work day of 9am-6pm. Include after-hour conflicts as well for on call emergencies.

| <i>Time/Day</i> | <u>Monday</u> | <u>Tuesday</u> | <u>Wednesday</u> | <u>Thursday</u> | <u>Friday</u> | <u>Saturday</u> | <u>Sunday</u> |
|-----------------|---------------|----------------|------------------|-----------------|---------------|-----------------|---------------|
| 9-10a | | | | | | | |
| 10-11a | | | | | | | |
| 11a-12p | | | | | | | |
| 12-1p | | | | | | | |
| 1-2p | | | | | | | |
| 3-4p | | | | | | | |
| 4-5p | | | | | | | |
| 5-6p | | | | | | | |

After hours conflicts (between 6pm-9am): _____

EMPLOYMENT VERIFICATION & CRIMINAL BACKGROUND:

Are you a citizen of the United States or are you otherwise authorized to be employed in the United States under the Immigration Reform and Control Act of 1968? Yes ___ No ___

Your legal status regarding your right to work in the U.S. will be subject to verification, and you will be required to present satisfactory documentary proof of employment authorization and identity to GREEN d.b.a. National Tiger Sanctuary before employment. Attach a copy of your photo ID or license.

| |
|---|
| Do you have a valid driver's license? Yes ___ No ___ State: _____ |
| Driver's License# _____ |
| Has your license ever been suspended? Yes ___ No ___ |
| If yes, please explain: _____ |

Have you ever been convicted of or pleaded guilty to any crimes (felonies, and misdemeanors including crimes committed during military service)? Yes ___ No ___

Have you ever been convicted of or pleaded guilty to any sex related or child abuse related offenses?

Yes ___ No ___

- Conviction of a crime or indictment will not necessarily disqualify you from employment.

| |
|--|
| If you answered <u>yes</u> to any of the above questions, please briefly describe the details indicating the date, nature, place of the offense and the sentence received. |
|--|

EDUCATION:

| School Attended (most recent first) | Years | Diploma/ Degree/ Major |
|-------------------------------------|-------|------------------------|
| | | |
| | | |
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***Your application packet must also include: resume, cover letter, and a copy of your driver's license or valid photo ID.**

-Resume needs to address the following:

- Any paid or volunteer experience with animals- including domestic, exotic and native wildlife. Please include contact information for supervisors we may contact where possible.
- Any educational experience working with the public or large groups.
- Any relevant experience that you may feel could be important in consideration of this position.
- **Three professional or academic references from individuals**, not related to you, with complete contact information

-Cover Letter be sure to include the following:

- Explanation of any previous experience that may be applied working at our facility.
- What are your career goals for the future? How will a career at National Tiger Sanctuary help you achieve your future goals?
- What are special skills or personal attributes that you feel make you an ideal candidate for the position you are interested in?
- Any additional information that you feel is relevant in consideration for employment.

By signing this application, I understand that any information given on this application and accompanying documents may be subject to verification. I also understand that being an intern at National Tiger Sanctuary, a divisor of Global Resources for Environmental Education of Nature, in no way implies that I will have direct contact with any of the animals.

| | |
|-------------------|--------------|
| Signature: | Date: |
|-------------------|--------------|

| | |
|-----------------------------------|---|
| <u>FOR OFFICE USE ONLY</u> | T-Shirt Size for Uniform (unisex sizing): _____ |
| Date Application Received: _____ | Comments: |
| Interview Date & Time: _____ | |
| Date Accepted/Declined: _____ | |