



Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Work Interests: _____ Desired Pay: \$ _____

Department: ☐ Animal Care ☐ Guest Services ☐ Maintenance ☐ Other

Position: _____

Are you a citizen of the United States?

Yes	No
☐	☐

 If no, are you authorized to work in the US?

Yes	No
☐	☐

Have you ever been convicted of a felony?

Yes	No
☐	☐

If yes, explain: _____

Have you ever been convicted of any criminal offense, including sexual misconduct or child abuse?

Yes	No
☐	☐

If yes, explain: _____

I am older than:

☐ 16 ☐ 18

I am able to: Work Holidays?

☐ Yes ☐ No

I am seeking a permanent position: ☐ Yes ☐ No

I can work the following days: (Check all that apply)

I will be able to report to work

____ days after being notified I am hired.

☐ Sun ☐ Mon ☐ Tues ☐ Wed ☐ Thurs
☐ Fri ☐ Sat ☐ Holidays

Date Available: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? ☐ Yes ☐ No Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? ☐ Yes ☐ No Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? ☐ Yes ☐ No Degree: _____

References

Please list three professional references.

Full name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

3 Most Recent Jobs

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for leaving: _____

May we contact your previous employer for a reference? ☐ Yes ☐ No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for leaving: _____

May we contact your previous employer for a reference? ☐ Yes ☐ No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for leaving: _____

May we contact your previous employer for a reference? ☐ Yes ☐ No

Current Schedule of Availability

Number of hours you can work per week: _____

The below schedule reflects your availability from this date: _____ until this date: _____

Place the letter A in all time slots that you are *available* to work. (If filling this out electronically, type in your availability for each day.)

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
8:30 AM							
9:00 AM							
9:30 AM							
10:00 AM							
10:30 AM							
11:00 AM							
11:30 AM							
12:00 PM							
12:30 PM							
1:00PM							
1:30 PM							
2:00 PM							
2:30 PM							
3:00 PM							
3:30 PM							
4:00 PM							
4:30 PM							
5:00 PM							
5:30 PM							
6:00 PM							

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Essential Functions and Accommodations

The Metro Richmond Zoo is an equal opportunity employer. Job descriptions outlining the essential functions of each position are readily available on our website [here](#). The Metro Richmond Zoo provides reasonable accommodations to qualified individuals with disabilities in accordance with applicable law. Applicants who require an accommodation during the application or hiring process should contact Human Resources at employment@metrорichmondzoo.com or by calling us at 804-739-5666.

Are you able to perform the essential functions of the position with or without accommodations? Yes No
☐ ☐

At-Will Disclaimer

Nothing in this application or the hiring process creates a contract of employment. Employment, if offered, is at-will and may be terminated by either the employee or employer at any time, with or without cause or notice, subject to applicable law.

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____