



EMPLOYMENT APPLICATION FORM

Polly Hill Arboretum is an Equal Opportunity Employer. We do not discriminate based on any legally protected status, including but not limited to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, military or veteran status, disability or medical condition, or any other status protected by applicable law.

Reasonable accommodations are available for applicants and employees in accordance with applicable law. If you need an accommodation for any part of the application or hiring process, please let us know.

APPLICANT INFORMATION:

Date:	
Full Legal Name:	
Preferred Name (if different)	
Previous Names Used (if Any):	
Street Address:	
City:	
State:	
Zip Code:	
Email Address:	
Phone Number:	

WORK AUTHORIZATION & AGE

Are you legally authorized to work in the United States?

- Yes
- No
- Will be authorized upon hire

(If hired, you will be required to complete Form I-9 and provide documentation of identity and work authorization.)

Will you now or in the future require employer sponsorship for employment authorization (for example, visa sponsorship)?

- Yes
- No

Are you 18 years of age or older?

- Yes
- No

(If under age 18, you may be asked to provide work permits or other documents as required by law.)

Some of our positions require individuals to be at least 21 years of age. Are you at least 21 years of age?

- Yes
- No

POSITION(S) OF INTEREST:

List position(s) for which you are applying:

How did you learn about this opportunity?

(For example, our website, job board, referral, social media, school, career fair, etc.). If someone referred you, please share their name so we can thank them.

AVAILABILITY:

What type of work are you seeking? (check all that apply)

- Full-time
- Part-time
- Seasonal or Temporary
- As Needed

Date available to start:	
If applying for a seasonal or temporary role, what is the latest date you expect to be available to work this season?	

Are you available to work evenings, weekends, and holidays if required for this position?

- Yes
- No
- Depends on Schedule (Please Explain):

EMPLOYMENT HISTORY:

Please list your last three employers (or volunteer placements), starting with the most recent. You may attach a resume, but please complete this section as well.

Employer/Organization	
Job Title	
Start Date	
End Date	
Main Duties	
May we contact this employer? (yes, no, after offer is made, etc.)	

How did this position end?

- Voluntary resignation
- End of temporary or seasonal assignment
- Layoff or reduction in force
- Termination
- Other

Additional information (optional):

Employer/Organization	
Job Title	
Start Date	
End Date	
Main Duties	
May we contact this employer? (yes, no, after offer is made, etc.)	

How did this position end?

- Voluntary resignation

- End of temporary or seasonal assignment
- Layoff or reduction in force
- Termination
- Other

Additional information (optional):

Employer/Organization	
Job Title	
Start Date	
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Main Duties	
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How did this position end?

- Voluntary resignation
- End of temporary or seasonal assignment
- Layoff or reduction in force
- Termination
- Other

Additional information (optional):

Have you previously worked for Polly Hill Arboretum?

- Yes
- No

If yes, dates of employment:

How did this position end?

- Voluntary resignation
- End of temporary or seasonal assignment
- Layoff or reduction in force
- Termination
- Other

Additional information (optional):

EDUCATION:

	Name and Location	Graduated (Yes/No/In Progress)	Degree	Major/Subject of Study
High School or GED				
Technical or Trade School				
College or University				
Postgraduate				
Other				
Other				

LICENSES, CERTIFICATIONS, OR CREDENTIALS:

Do you currently hold any licenses, certifications, or other credentials that are relevant to the position(s) for which you are applying?

- Yes
- No

If Yes, please list below (including license or certification name, issuing organization, and expiration date, if applicable):

Do you hold a valid US driver's license?

- Yes
- No

MILITARY EXPERIENCE:

Have you served in the U.S. Armed Forces, including the National Guard or Reserves?

- Yes
- No

If yes, please describe any training, skills, or experience relevant to the position(s) for which you are applying (if desired):

REFERENCES:

Please provide contact information for 1-3 professional references.

Reference 1	
Name	
Relation	
Phone	
Email	

Reference 2	
Name	
Relation	
Phone	
Email	

Reference 3	
Name	
Relation	
Phone	
Email	

ACKNOWLEDGEMENT AND AUTHORIZATION:

By signing below, I certify that the information provided in this application is true, complete, and accurate to the best of my knowledge.

I understand that any misrepresentation, omission, or false statement may result in disqualification from consideration for employment or, if hired, may result in corrective action up to and including termination.

I authorize Polly Hill Arboretum to investigate my employment history, education, and other information relevant to my application, as part of the hiring process, to the extent permitted by law. I authorize former employers, educational institutions, and other relevant parties to provide information related to my qualifications for employment.

I understand that submitting this application does not guarantee employment and does not create a contract of employment. If hired, my employment will be at-will, meaning that either I or the organization may terminate the employment relationship at any time, with or without notice or cause, subject to applicable law.

I understand that this application will be used only for employment-related purposes and that reasonable accommodations are available upon request, in accordance with applicable law.

Applicant Signature:	
Printed Name:	
Date:	