

# Application for Employment at Great Rivers Greenway

Thank you for your interest in joining the Great Rivers Greenway team as Seasonal Field Staff!

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation for completion of the application and/or interview process should notify a representative of the organization. Great Rivers Greenway values diversity, equity and inclusion – you can read about our mission and business cases online.

Today's Date: \_\_\_\_\_

## **Personal Data**

Applicant name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email address: \_\_\_\_\_

## **General Information**

Date you will be available to start work: \_\_\_\_\_

Are you legally authorized to work in the United States? Yes  No

Have you been previously employed by our organization? Yes  No

If yes, when? \_\_\_\_\_ Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

How were you referred to us?  Newspaper Advertisement (please specify): \_\_\_\_\_  
 Internet (please specify): \_\_\_\_\_  
 Walk-in  
 Employee Referral (by whom): \_\_\_\_\_  
 Other (please specify): \_\_\_\_\_

Do you have a valid driver's license? Yes  No   
(Preference may be given to applicants with a license and satisfactory record)

Are you at least 18 years of age? Yes  No

Have you been convicted of a felony within the last 7 years? Yes  No   
(Conviction will not necessarily disqualify applicant from employment)

If yes, please explain.

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Why are you interested in this position?

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**Educational History**

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	DID YOU GRADUATE?	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Graduate				
Other specialized training				

**Employment History**

Please provide information covering your employment history. Cover at least the last four (4) jobs and at least the last 10 years. Include periods of military service, if any. Use the comment area at the end of this section to add any further detail. Begin with your most recent employment.

Company Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
City: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Immediate supervisor and title: \_\_\_\_\_  
Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
In detail, describe your job duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Company Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
City: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Immediate supervisor and title: \_\_\_\_\_  
Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
In detail, describe your job duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_

Company Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
City: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Immediate supervisor and title: \_\_\_\_\_  
Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
In detail, describe your job duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Company Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
City: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Immediate supervisor and title: \_\_\_\_\_  
Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
In detail, describe your job duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Comments on your employment history:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other Skills and Qualifications**

Summarize any job-related training, computer skills, licenses, certificates, and/or other qualifications:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**References:**

List 3 professional reference names, telephone numbers, and years known (do not include relatives, non-work related acquaintances or supervisors listed above):

Name	Address	Phone #	Relationship	#Yrs. Known
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

May we contact your present employer?      Yes  No

I hereby authorize Great Rivers Greenway to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information. I understand that, in connection with the routine processing of this application and in conjunction with my subsequent employment, Great Rivers Greenway may request a criminal background check. Upon written request from me, Great Rivers Greenway will provide me with additional information concerning the nature and scope of any such report requested by it.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either the employer or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that persons need for a reasonable accommodation as required by the ADA. I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

Great Rivers Greenway is an E-Verify employer. E-Verify is an Internet based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that allows participating employers to electronically verify the employment eligibility of their newly hired employees in the United States. More information on our jobs at [www.GreatRiversGreenway.org/jobs](http://www.GreatRiversGreenway.org/jobs). More information on this policy: <http://www.uscis.gov/e-verify/employees>

**I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.**

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for completing this application form and for your interest in our work!