



966 West 12<sup>th</sup> Street  
Ogden, UT 84404  
801.621.7595  
www.ogdennaturecenter.org

**EMPLOYMENT APPLICATION**

Title of position for which you are applying \_\_\_\_\_

Name \_\_\_\_\_ Nickname \_\_\_\_\_

Address \_\_\_\_\_

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

Email \_\_\_\_\_

Cell Phone \_\_\_\_\_

Are you over 18 years of age? \_\_\_\_\_ If not, employment is subject to verification of minimum legal age.

If hired, can you provide proof that you are legally eligible to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever as an adult been convicted of a crime or are you now under criminal charges, excluding minor traffic violations? Have you been dishonorably discharge from the Armed Forces of the United States? \_\_\_\_\_ If yes, describe in full.

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

Do you hold a valid driver's license? \_\_\_ State \_\_\_

Have you had any moving traffic violations in the last five years? \_\_\_\_\_

If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying? Yes \_\_\_\_\_ No \_\_\_\_\_

Certificates and Licenses: List types, license numbers, issuing agencies and expiration dates:

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

Other languages spoken and proficiency level \_\_\_\_\_

\_\_\_\_\_

### References

Please list name, title, address, and telephone numbers of three references who are not relatives

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Please read each statement carefully and initial each numbered item as read.

1. \_\_\_\_\_ I certify that all information given in this employment application and supplements is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may justify my dismissal if discovered at a later date.
2. \_\_\_\_\_ I authorize investigation of all statements and matters contained in this application and supplements. I authorize all previous employers or persons having information concerning me or my record to report such information to the Ogden Nature Center. I release each such person from all claims or liabilities whatsoever on account of making such inquiry or making such disclosures whether favorable or unfavorable. I authorize Ogden Nature Center to conduct background checks.
3. \_\_\_\_\_ I understand that Ogden Nature Center is committed to maintaining a drug and alcohol-free workplace. Accordingly, I understand that once offered employment, I may be subject to a drug and alcohol screening upon hire, and once employed, the Ogden Nature Center may conduct additional drug and alcohol screening if it has reasonable suspicion to believe that I am under the influence of a drug or alcohol. My consent to submit to such a test is required as a condition of employment and my refusal to consent shall result in a refusal to hire or, if already employed, termination.

4. \_\_\_\_\_ I agree, if employed, to devote my best efforts to the performance of my duties, to comply with all rules and regulations of the employer, and to obey all lawful directives of supervisors designated by the employer.
  
5. \_\_\_\_\_ I understand and agree that the employment for which I am applying for is at-will and such employment may be terminated at any time with or without cause, without prior notice, by either myself or Ogden Nature Center. There will be no agreement, express or implied between Ogden Nature Center and me for any specific period of employment nor for continuing or long-term employment, unless made in writing, signed by an authorized representative of Ogden Nature Center.
  
6. \_\_\_\_\_ I have read and understand all portions of this application and have answered all questions completely and truthfully.

Applicant Name (printed) \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_