



(256) 850-7466-Phone  
 (256) 850-7466-Fax  
**4100 Market St SW Suite 100, Huntsville, AL 35808**  
**www.NALZS.org**

**APPLICATION FOR EMPLOYMENT**

The North Alabama Zoological Society is an equal opportunity employer committed to maintaining a diverse, mission-driven workforce. We maintain that policy in recruitment, hiring, career advancement, and all other human resources practices. Your job-related experience and other qualifications will be considered without discrimination on grounds of age, race, color, religion, sex, physical or mental disability, sexual orientation, veteran, or other protected status. All information in this application will be treated confidentially.

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

\_\_\_\_\_ Date of Application

Type of employment desired:     Volunteer     Temporary     Temp-to-Hire     Direct Hire  
 (Select all that apply and note that volunteer positions require a minimum commitment of 1-2 hours per week or 6 hours per month.)

How did you find out about North Alabama Zoological Society?  
 NALZS Website     Job Board     Recruiter Contact     Employee Referral  
 Other (Name of Source)

Have you ever applied for employment or volunteering with us?     Yes     No    If yes, Month & Year:

**Contact Information**

|           |  |                |  |                |  |
|-----------|--|----------------|--|----------------|--|
| Last Name |  | First Name     |  | Middle Initial |  |
| Address   |  | City           |  | State          |  |
| ZIP       |  | Phone: Home    |  | Work           |  |
| Cell      |  | E-mail Address |  |                |  |

Have you ever applied for employment with us?     Yes     No    If yes, please list the month & year:

If hired, will you be able to furnish proof that you are eligible to work in the United States?  
 Yes     No

Are you over the age of 18?  
 Yes     No

Date Available to Work:

Minimum Salary Requirement (circle one)  
 \$ / hour  
 \$ / year

Personal Information

Please list your three most recent employers, assignments, or volunteer activities. Please attach any explanations for gaps in employment.

**Newest Experience History**

|  |   |            |
|--|---|------------|
| Employer   | Telephone Number  | Job Duties |
| Address  | Dates of Employment<br>From:<br>To:   |            |
| Job Title<br><input type="checkbox"/> Full-time <input type="checkbox"/> Contract<br><input type="checkbox"/> Part-time <input type="checkbox"/> Volunteer | Hr. Rate/Salary (optional)  |            |
| Immediate Supervisor (Name and Title)  | May we contact for a reference?<br><input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> Later |            |
| Reason for Leaving   |   |            |

**Middle Experience History**

|  |   |            |
|--|---|------------|
| Employer   | Telephone Number  | Job Duties |
| Address  | Dates of Employment<br>From:<br>To:   |            |
| Job Title<br><input type="checkbox"/> Full-time <input type="checkbox"/> Contract<br><input type="checkbox"/> Part-time <input type="checkbox"/> Volunteer | Hr. Rate/Salary (optional)  |            |
| Immediate Supervisor (Name and Title)  | May we contact for a reference?<br><input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> Later |            |
| Reason for Leaving   |   |            |

**Older Experience History**

|  |   |            |
|--|---|------------|
| Employer   | Telephone Number  | Job Duties |
| Address  | Dates of Employment<br>From:<br>To:   |            |
| Job Title<br><input type="checkbox"/> Full-time <input type="checkbox"/> Contract<br><input type="checkbox"/> Part-time <input type="checkbox"/> Volunteer | Hr. Rate/Salary (optional)  |            |
| Immediate Supervisor (Name and Title)  | May we contact for a reference?<br><input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> Later |            |
| Reason for Leaving   |   |            |

Please list any special accomplishments, publications, awards, or other relevant information relating to the position that you're applying for that you would like for us to consider:

| Education |                           | School/College | Dates Attended From/To |  | Major | Minor | Degree(s) Earned |
|-----------|---------------------------|----------------|------------------------|--|-------|-------|------------------|
|           | High School/ GED          |                |                        |  |       |       |                  |
|           | Graduate                  |                |                        |  |       |       |                  |
|           | Graduate                  |                |                        |  |       |       |                  |
|           | Post-Graduate             |                |                        |  |       |       |                  |
|           | Business, Trade, or Other |                |                        |  |       |       |                  |
|           | Business, Trade, or Other |                |                        |  |       |       |                  |
|           | Business, Trade, or Other |                |                        |  |       |       |                  |

| References | Please list names, titles and contact information for three business/work references. These references should be professional references. Please do not list personal friends or relatives: |                          |                               |
|------------|---|--------------------------|-------------------------------|
|            | Name and Title  | Address and Phone Number | Relationship and Organization |
|            |   |                          |                               |
|            |   |                          |                               |

| Professional Memberships | Please list professional, business, or civic associations and any offices held related to the position that you're applying for: |              |
|--------------------------|--|--------------|
|                          | Organization   | Offices Held |
|                          |  |              |
|                          |  |              |

| Family Relations | Are you a relative of any employee of the North Alabama Zoological Society <input type="checkbox"/> Yes <input type="checkbox"/> No |
|------------------|---|
|                  | If yes, list the name(s) and relationship and position title of relative(s):  |

| Felony Convictions | Have you ever been convicted of or pled no contest or guilty to any felony or any crime involving theft, dishonesty, violence, or sexual misconduct? <input type="checkbox"/> Yes <input type="checkbox"/> No |
|--------------------|---|
|                    | If yes, please explain here:  |

**Please read carefully before signing:**

I understand that this employment application and any other North Alabama Zoological Society documents are not contracts of employment and that any individual who is hired may voluntarily leave employment and may be terminated by North Alabama Zoological Society at any time and for any legal reason. I understand that North Alabama Zoological Society is an at-will employer and that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee. I further understand that North Alabama Zoological Society can change its rules, policies, wages, and benefits at any time, with or without advance notice.

The information I have provided on this application (and on the attached or previously emailed resume, if applicable) is accurate and complete to the best of my knowledge and subject to validation by North Alabama Zoological Society. Any withholding of information or making false or misleading statements or omission on this application may result in rejection of employment, or if employed, termination of employment. Unless noted otherwise, I authorize the organizations, schools, or persons named in this application, to give North Alabama Zoological Society any information it requests regarding my employment or academic history. I hereby release those organizations, schools, or persons from any liability for any damage whatsoever as a result of issuing this information.

In connection with my application for employment with North Alabama Zoological Society and its Client Organizations, I hereby authorize and release from all liability, North Alabama Zoological Society, to contact my current and/or previous employers and other references provided by me, for the purposes of establishing and verifying information related to my dates of employment, reasons for termination of past employment, educational and professional credentials, skills, experience, abilities, work habits, character and other related information.

I understand and agree that North Alabama Zoological Society may release such information to any of its Client Organization from which I seek employment, including various federal, state, and other agencies, including public and private sources that maintain records concerning my past activities and relating to my current and/or previous employment.

I understand that North Alabama Zoological Society will use any reference related information obtained by my current/previous employers and/or other references provided by me for the sole purpose of presenting my candidacy to its Client Organizations and for no other purpose.

In the event an offer of employment is made, the offer will be subject to my providing documentation proving identity and eligibility for employment in the United States as required by the Immigration Reform and Control Act of 1986.

**Consent**

|  |  |
|--|--|
|  |  |
|--|--|

Applicant Signature\*

Date

|  |
|--|
|  |
|--|

Print Name

\*If you are submitting this application electronically, completion of the 'Applicant Signature' box shall constitute your understanding of and agreement to the terms and conditions of this application.

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# REQUEST, AUTHORIZATION, CONSENT, AND RELEASE FOR BACKGROUND INFORMATION

The North Alabama Zoological Society engages in activities involving interactions with the public and children. Safety and security is a priority for NALZS. By signing this authorization, I hereby authorize the NALZS or its designee, to conduct criminal reference searches for felony and misdemeanor convictions at the statewide and national levels of every jurisdiction where I currently reside or where I have previously resided during the past seven years; national sex offender registry searches and a search of my driving record.

I understand that I may voluntarily consent to the use of my social security account number for the purpose of conducting a criminal background check. I further understand that my voluntary consent to use my social security account number is being requested for purposes of conducting a criminal background check, pursuant to the authority of the North Alabama Zoological Society policy regarding criminal background checks. I understand that the North Alabama Zoological Society will not deny me any right, benefit or privilege provided by law because of my refusal to voluntarily consent to the use of my social security account number for the limited purpose of conducting a criminal background check pursuant to the North Alabama Zoological Society policy regarding criminal background checks.

\_\_\_\_\_ I voluntarily consent to the use of my social security account number for the limited purpose of conducting a criminal background check. Social Security # \_\_\_\_\_

\_\_\_\_\_ I do not consent to the use of my social security account number for the limited purpose of conducting a criminal background check.

The information I have given in my employment application, interviews, and/or related resumes and documents is true, complete, and accurate.

I understand and agree that if employed, and/or during any period of employment, any false statements, misrepresentations of facts, or omission made by myself become known, my employment shall be subject to immediate termination.

I understand that in the event a conviction for a felony or any crime involving moral turpitude is found, the procedures established for the North Alabama Zoological Society policy concerning criminal background checks will be followed.

I have read and completely understand this release.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Name (Please print): \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Birthday: \_\_\_\_\_

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## EQUAL EMPLOYMENT OPPORTUNITY AND GRANT APPLICATION STATISTICAL INFORMATION

The collection of the following information is for statistical purposes to comply with certain federal regulations related to the Equal Employment Opportunity requirements. The information you provide to us is entirely voluntary and the content of the information will not affect your eligibility for employment. Similarly, if you decide not to provide such information, such act will not affect your eligibility for employment in any way.

Name \_\_\_\_\_  
Last First Middle Date of Birth

Gender (check one):

- Male
- Female
- Transgender Male
- Transgender Female
- Other
- Decline to Specify

Racial and Ethnic Origins (check one):

- Hispanic or Latino
- Indigenous people of the Americas
- Europe, the Middle East, or light skin-colored racial groups of North Africa
- Dark skin-colored racial groups of Africa
- Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian
- Multi-racial
- Other
- Decline to Specify

Veteran Status (check one):

- I am a veteran of the Vietnam era.
- I am a disabled veteran.
- I am a recently separated veteran.
- I am an other protected veteran.
- I am an Armed Forces service medal veteran.
- I am not a veteran.
- Decline to Specify

Disability (check one):

- I have a disability and would like to be considered under the affirmative action program.
- I do not have a disability or would not like to be considered under the affirmative action program.
- Decline to Specify.