



CATALINA ISLAND CONSERVANCY

The mission at the Catalina Island Conservancy is to be a responsible steward of its lands through a balance of conservation, education and recreation.

Employment Application

An Equal Opportunity Employer

Please Print

Date Last Name First Name Middle

Present Address

_____ - _____

No. & Street City State Zip

Permanent Address (if different from present address)

_____ - _____

No. & Street City State Zip

(____) ____ - ____ (____) ____ - ____

Business Phone Home Phone

Employment Desired

Position applying for: _____

Personal Information

Have you ever applied to or worked for the Santa Catalina Island Conservancy before?

Yes No

If yes, when? _____

Do you have any friends or relatives working for the Santa Catalina Island Conservancy?

Yes No

If yes, state name(s) and relationship:

_____ Relationship _____

_____ Relationship _____

Why are you applying for work at the Santa Catalina Island Conservancy?

If hired, would you have a reliable means of transportation to and from work? Yes No

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.) Yes No

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? Yes No

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Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No
 If no, describe the functions that cannot be performed.

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? (Convictions for marijuana-related offenses that are more than two years old need not be listed.) Yes No
 If yes, state nature of the crime(s), when and where convicted, and disposition of the case.

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, date of the offense, the surrounding circumstances, and the relevance of the offense to the position(s) applied for may, however, be considered.)

Education, Training and Experience

School	Name and Address	No. of years Completed	Did you Graduate?	Degree or Diploma
High School	Name _____ Address _____ City _____ State _____ Zip _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
College/ University	Name _____ Address _____ City _____ State _____ Zip _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Vocational/ Business	Name _____ Address _____ City _____ State _____ Zip _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Health Care Training	Name _____ Address _____ City _____ State _____ Zip _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

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Employment History

List below all present and past employment starting with your most recent employer (last five years is sufficient). Account for all periods of unemployment. You must complete this section even if attaching a resume.

<hr/> Name of Employer	<hr/> () - Telephone No.
<hr/> Type of Business	<hr/> Your Supervisor's Name
<hr/> Address & Street	<hr/> City State Zip
Dates of Employment: <hr/> From To	Weekly Pay: <hr/> Starting Ending
<hr/> Your Position and Duties	
<hr/> Reason for Leaving	
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	

<hr/> Name of Employer	<hr/> () - Telephone No.
<hr/> Type of Business	<hr/> Your Supervisor's Name
<hr/> Address & Street	<hr/> City State Zip
Dates of Employment: <hr/> From To	Weekly Pay: <hr/> Starting Ending
<hr/> Your Position and Duties	
<hr/> Reason for Leaving	
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Note: Attach additional page(s) if necessary.

References

List below three persons not related to you who have knowledge of your work performance within the last three years.

<hr/> First Name	<hr/> Last Name	<hr/> () - Telephone No.
<hr/> Address & Street	<hr/> City	<hr/> State Zip
<hr/> Occupation	<hr/> No. of Years Acquainted	

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References, continued

_____	_____	(____) ____ - _____
First Name	Last Name	Telephone No.
_____	_____	_____ - _____
Address & Street	City	State Zip
_____	_____	
Occupation	No. of Years Acquainted	

_____	_____	(____) ____ - _____
First Name	Last Name	Telephone No.
_____	_____	_____ - _____
Address & Street	City	State Zip
_____	_____	
Occupation	No. of Years Acquainted	

Please Read Carefully, Initial Each Paragraph and Sign Below

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my
Initials chances for employment and that the answers given by me are true and correct to the best of my
knowledge. I further certify that I, the undersigned applicant, have personally completed this
application. I understand that any omission or misstatement of material fact on this application or on
any document used to secure employment shall be grounds for rejection of this application or for
immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize the Santa Catalina Island Conservancy, to thoroughly investigate my references,
Initials work record, education and other matters related to my suitability for employment and, further,
authorize the references I have listed to disclose to the company any and all letters, reports and other
information related to my work records, without giving me prior notice of such disclosure. In addition,
I hereby release the Santa Catalina Island Conservancy, my former employers and all other persons,
corporations, partnerships and associations from any and all claims, demands or liabilities arising out
of or in any way related to such investigation or disclosure.

_____ I understand that nothing contained in the application, or conveyed during any interview which may
Initials be granted or during my employment, if hired, is intended to create an employment contract between
me and the Santa Catalina Island Conservancy. In addition, I understand and agree that if I am
employed, my employment is for no definite or determinable period and may be terminated at any
time, with or without prior notice, at the option of either myself or the Santa Catalina Island
Conservancy and that no promises or representations contrary to the foregoing are binding on the
Santa Catalina Island Conservancy unless made in writing and signed by me and the Santa Catalina
Island Conservancy's designated representative.

_____ Should a search of public records (including records documenting an arrest, indictment, conviction,
Initials civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed
by the Santa Catalina Island Conservancy, I am entitled to copies of any such public records obtained
by the Santa Catalina Island Conservancy unless I mark the check box below. If I am not hired as a
result of such information, I am entitled to a copy of any such records even though I have checked the
box below.

I waive receipt of a copy of any public record described in the paragraph above

Date

Applicant's Signature