



**Because we host more than 500,000 guests each year, our employees must meet high standards.**

**Here are some things you should consider before you apply for work at the zoo:**

- You will agree to a police background check.
- You will submit to a pre-employment drug screen.
- You will agree to comply with the zoo's appearance guidelines, which include:
  - No visible tattoos (in short-sleeved shirt and shorts uniform)
  - No visible piercings (except ears)
  - Simple uniform guidelines
- You will agree to provide great guest service in compliance with zoo policy.
- You will probably be scheduled to work every weekend.

**Please make sure that you are able to comply with all of the above statements before you apply. If you have any questions or concerns, please contact the zoo.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## UNIFORM AND APPEARANCE

It is the policy of the Fort Wayne Children's Zoo to require employees to maintain a professional appearance during work hours. A professional appearance creates a positive impression with zoo visitors, commands respect, increases credibility, and reflects positively on the zoo. At no time should an employee's dress, cleanliness, or appearance negatively affect the image of excellence that the zoo seeks to project.

The policy and guidelines that follow are designed to establish consistency and to maintain the quality, integrity, and professionalism expected of all Fort Wayne Children's Zoo employees.

All employees that are assigned a uniform must wear that uniform every workday during the zoo season (mid-April – late October). During the off-season, employees are still required to follow the general guidelines below, with the exception of the uniform shirt.

### All Employees

- Employees should realize that there will be times when the need for a professional appearance is more important than their personal comfort.
- Employees must be in uniform when they begin their workday.
- Uniform shirts may not be hemmed or altered in any way.
- Employees are expected to dress neatly and be clean when working. Badly stained, torn, patched, "distressed," or faded pants are not acceptable.
- If baseball-style hats are worn, they must bear the logo or name of the Fort Wayne Children's Zoo. No other logos or business names are permitted. Plain baseball-style caps with no logo are permitted.
- Inappropriate hats, jewelry, clothing, or accessories are not allowed.
- No visible body piercings except on the ears (including spacers). No more than three earrings allowed per ear.
- No visible tattoos are permitted (in short-sleeved shirt and shorts uniform).
- Shoes must be closed-toe and closed-heel, such as athletic shoes or other sturdy shoes. Crocs are not permitted.
- If your appearance is deemed inappropriate by your supervisor, he or she has the authority to refuse you work until your appearance is corrected.
- Employees will be supplied with a name tag, which is to be worn at all times when working. Nametags are the property of the zoo and should be returned upon termination of employment.
- Uniform items remain the property of the zoo and must be returned clean before you will receive your last paycheck.

**Specific uniform requirements vary depending on area of employment. Further information will be given at time of hire.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FORT WAYNE ZOOLOGICAL SOCIETY**  
**APPLICATION FOR EMPLOYMENT**



The Society is an equal opportunity employer. Applicants are considered for employment without regard to race, color, national origin, religion, sex, sexual orientation, age, disability, or any other basis prohibited by law.

Date \_\_\_\_\_

*Please print your name as it appears on your Social Security Card.*

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip County

Home Phone \_\_\_\_\_ Social Security # \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Position(s) Applied For \_\_\_\_\_

Are you at least 16 years of age?  Yes  No

Are you at least 18 years of age?  Yes  No

When are you available to work?  Full-Time  Part-Time  Weekends

On what date would you be available for work? \_\_\_\_\_

Have you filed an application here before?  Yes  No If yes, give date \_\_\_\_\_

Have you ever been employed here before?  Yes  No  
If yes, give date and reason for leaving \_\_\_\_\_

Are you legally entitled to work in the position for which you have applied?  
 Yes  No

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation?  
(Conviction will not necessarily disqualify applicant from employment.)  No  Yes

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

## EMPLOYMENT RECORD

List your prior employment experience starting with your present or most recent job. You may include job-related military service assignments and volunteer activities that reflect on your qualification for employment.

<b>Employer</b>	Employment Dates From  To	Work Performed / Salary / Hourly Rate
Telephone	Immediate Supervisor	Reason for Leaving
<b>Employer</b>	Employment Dates From  To	Work Performed / Salary / Hourly Rate
Telephone	Immediate Supervisor	Reason for Leaving
<b>Employer</b>	Employment Dates From  To	Work Performed / Salary / Hourly Rate
Telephone	Immediate Supervisor	Reason for Leaving
<b>Employer</b>	Employment Dates From  To	Work Performed / Salary / Hourly Rate
Telephone	Immediate Supervisor	Reason for Leaving

If currently employed, may we contact your employer?     Yes     No

## PERSONAL REFERENCES

List the name, address, and telephone number of three references who are not related to you and are not previous employers.

1. \_\_\_\_\_  

Name
Address
Phone Number
2. \_\_\_\_\_  

Name
Address
Phone Number
3. \_\_\_\_\_  

Name
Address
Phone Number

## EDUCATION

Type of School	Name of School City & State	Years Completed	Graduated (Yes/No)	Course Pursued Degrees Granted
High School				
College or University				
Other				

Summarize special job-related skills and qualifications acquired from employment or other experience.

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State any additional information you feel would be helpful in considering your application. Please consider any extracurricular activities, volunteering, certification, or any other activity which showed responsibility.

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## GUEST SERVICE

Guest service and experience is a top priority at the zoo. All zoo employees strive to help guests have a great day at the zoo. More than 500,000 people visit the zoo each year, and most of our summer employees directly serve these zoo guests. To help us offer the best possible service to our guests, please take a few moments to share some ideas and past experiences. (These questions relate to guest service experiences anywhere, not necessarily at the zoo.)

What was your best guest service experience? Why?

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What was your worst guest service experience? How would you have done it better?

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## ZOO EMPLOYMENT

Summer employment at the Fort Wayne Children's Zoo can be a very enjoyable experience, as long as you are aware beforehand what type of work you will be doing.

Typical duties of summer employees might include:

- ❖ Selling admissions
- ❖ Operating a ride
- ❖ Mowing grass
- ❖ Painting, digging, wheel barrowing
- ❖ Emptying trash cans
- ❖ Cleaning bathrooms
- ❖ Miscellaneous duties as assigned by the supervisor

Employees may perform a variety of tasks, or they may do the same job all summer: not all duties are not assigned before hiring. All of these duties are extremely important to the operation of the zoo, and we look for good people to accept these responsibilities. All summer employees are expected to work Saturdays, Sundays, and holidays. Employees generally receive two days off in the middle of the week. All employees are scheduled for 40 hours per week. The zoo is open from late April to mid-October. For this same reason, vacations or time off must be submitted in writing and is subject to approval.

Please indicate your best estimate for your:

Start date \_\_\_\_\_

End date \_\_\_\_\_

**IMPORTANT:** We are glad you are interested in joining our team. Please read the following statement carefully before you sign and return this application:

In considering my application for employment, you may verify the information set forth on this application and obtain additional background information relating to my background. I authorize all persons, schools, companies, corporations, credit bureaus and law enforcement agencies to supply any information concerning my background. I have read, understand and agree to this statement. *(Please initial here)* \_\_\_\_\_

I understand that you have a commitment to maintain an alcohol/drug-free workplace and that unless prohibited by state law, you require a drug screening test as a part of the selection and hiring process. I understand that such drug screening will consist of the testing of a urine sample or other medically recognized test designed to detect traceable amounts of a controlled substance in by body. If after a second confirmatory test, it is determined my specimen contains a controlled substance or was altered or substituted, I will be disqualified from consideration for employment and any offer of employment will be withdrawn. I further understand and agree that if I am employed, I may be required to submit to alcohol/drug-testing under certain circumstances during my employment. I have read, understand, and agree to this statement. *(Please initial here)* \_\_\_\_\_

I certify that the information on this application is correct and I understand that any misrepresentation or omission of any information will result in my disqualification from consideration for employment or, if employed, my dismissal. I understand that this application is not a contract, offer, or promise of employment and that if hired, I will be able to resign at any time for any reason. Likewise, the zoo can terminate my employment at any time with or without cause, unless otherwise required by law. I further understand that no one other than the Director has the authority to enter into any employment contract or agreement with me, and that my at-will employment can be changed only by a written agreement signed by the Director. I have read, understand, and agree to this statement. *(Please initial here)* \_\_\_\_\_

I understand that this application is good only for sixty (60) days from today's date. If I still desire a position with the company after this application expires, it will be my responsibility to fill out a new application and file it with the company. Otherwise, the company will not consider me for employment after this application expires. *(Please initial here)* \_\_\_\_\_

**Signature** (as appears on Social Security Card) \_\_\_\_\_ **Date** \_\_\_\_\_