



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 pre-employment 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

 - 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** _____

Printed Name _____

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 guests, 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. In the event that an employee's religious beliefs or medical restrictions require some deviation from these guidelines, the zoo will work with the employee to determine if a reasonable accommodation is possible.

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.
- 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 are expected to dress neatly and be clean when working. Badly stained, torn, patched, distressed, or faded pants are not acceptable. No athletic shorts, cut-offs, sweatpants, or pajama pants are allowed.
- Inappropriate hats, jewelry, clothing, or accessories are not allowed.
- Baseball-style hats must bear the zoo logo or name, or they may be plain with no logo.
- No visible body piercings except on the ears (including spacers). No more than three earrings are allowed per ear.
- No visible tattoos are permitted.
- Shoes must be closed-toe and closed-heel, such as athletic shoes or other sturdy shoes.
- Employees will be issued a name tag, which is to be worn at all times during the zoo season.
- Uniform shirts may not be hemmed or altered in any way.
- The uniform shirt, uniform jacket, or other approved zoo outerwear must be the outermost layer of the uniform during the zoo season.
- During the off-season, non-zoo outerwear and stocking hats are acceptable and must be neat and clean.
- Uniforms and nametags are property of the zoo and should be returned clean upon termination of employment.

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

Signature _____ Date _____

EMPLOYMENT RECORD

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

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

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.

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 your guest service experiences anywhere, not necessarily at the zoo.)

What was your best guest service experience? Why?

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

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:

- Assisting and interacting with zoo guests
- Selling admissions, memberships, and ride passes
- Assisting guests at rides and activities
- Operating rides
- Horticulture duties such as mowing, weeding, and watering
- Housekeeping duties such as cleaning restrooms and emptying trash and recycling
- Animal care duties and exhibit interpretation
- 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 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. Summer employees generally receive two days off in the middle of the week and are typically scheduled for 15 to 40 hours per week. The zoo is open from mid-April to mid-October. For these reasons, vacations and time off must be submitted in writing and are 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 my 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 have read, understand, and agree to this statement. *(Please initial here)* _____

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 specified by law or an explicit written contract. I further understand that no one other than the Director has the authority to enter into any employment contract or agreement on behalf of the zoo. I have read and understand 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 zoo after this application expires, it will be my responsibility to fill out a new application and file it with the zoo. Otherwise, the zoo will not consider me for employment after this application expires. *(Please initial here)* _____

Signature (as appears on Social Security Card) _____ **Date** _____