

Coloma Outdoor Discovery School

Employment Application

In addition to this application, a cover letter and resume are required.



An Equal Opportunity Employer

Please Print in ink

Date:

Last Name:	First Name:	Middle:
Present Address:		
Permanent Address (if different from present address):		
Home Phone:	Cell Phone:	Email:

Employment Desired

Yes No Are you applying for:

		Regular full-time work?
		Regular part-time work?
		Temporary work, e.g., summer or weekend?
		Are you available for work on weekends?
Are there any days or hours you are not available for work?		
If applying for temporary work, during what period of time will you be available?		
From:	To:	
If hired, on what date can you start work?		
Desired salary:		

Personal Info

Yes No

		Have you ever applied to or worked for CODS before? If yes , when?
		Do you have any friends or relatives working for CODS? If yes , state name(s) and relationship:
		Are you willing to receive a fingerprint background check?
		Do you have current CPR/First Aid certification (internet certification not applicable)?
		Do you have experience working with ethnically diverse audiences?
		Do you feel comfortable leading songs/skits in front of large groups (100+)?
		Do you feel comfortable dressing up in a pioneer style costume and assuming a character?
		If hired, would you have a reliable means of transportation to and from work?
		If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country?
		Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? If no , describe the functions that cannot be performed.
		Are you currently employed? If so , may we contact your current employer?
		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.)

		<p>If yes, state nature of the crime(s), when and where convicted, and disposition of the case.</p> <p><i>Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.</i></p>
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Why are you applying for work at CODS?

Education, Training, and Experience

Schooling	Name & Location	Years completed	Did you Graduate?		Degree Earned:
			Yes	No	
College/University:					
Vocational/Business:					
Other:					

Are you licensed/certified for the job applied for? Name of license/certification: Issuing state: License/certification number:	Yes	No
Has your license/certification ever been revoked or suspended? If yes , state reason(s), date of revocation or suspension, and date of reinstatement.		

Some of our participants are English language learners. Do you speak, write or understand any foreign languages? If yes , which languages(s)?		
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Do you have any other experience, training, qualifications, or skills that you feel make you especially suited for work at CODS? **If so**, please explain:

Employment History

List below all present and past employment (up to 5 years) starting with your most recent employer. Account for all periods of unemployment. You must complete this section even if attaching a resume. Attach an additional sheet if necessary.

Name of Employer	Supervisor's Name	Supervisor's Telephone # and/or email	Dates of Employment		Weekly Pay	Your Position	Reason for leaving <small>(use additional sheet if necessary)</small>
		May we contact this supervisor for a reference?	From:	To:			

References

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

Name	Occupation	Telephone #	Email	Address	# of Years Acquainted

Military Service

Have you obtained any special skills or abilities as the result of service in the military? **If so**, describe:

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 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 to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to CODS 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 CODS, 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 be granted or during my employment, if hired, is intended to create an employment contract between me and CODS. 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 CODS, and that no promises or representations contrary to the foregoing are binding on CODS unless made in writing and signed by me and CODS's designated representative.

_____ Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by CODS, I am entitled to copies of any such public records obtained by the CODS 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.

Signature & Date