



## **Friends of the Zoo**

### **Guest Services Seasonal Employment**

#### **Join our team!**

Guest services' seasonal employment typically runs from March 1 through Oct. 31, occasionally later, depending on weather. Seasonal positions do not qualify for employer-paid benefits such as paid vacation, sick and holiday time; health insurance coverage; or retirement benefits.

Guest Services employees interact with Dickerson Park Zoo guests at the admissions window, Safari Trading Company gift shop, Bush Country Café, Titus Express train station, giraffe feeding deck, and other points of public contact.

**Starting Hourly Wage:** \$8.00 (effective April 1, 2016)

#### **Employee Requirements:**

- Must have an outgoing personality with a positive attitude and enjoy being around and interacting with people, especially children.
- Able to work weekends and holidays.
- Able to communicate with guests and staff.
- Able to follow written and verbal instructions, procedures and safety instructions.
- Able to work in inclement weather.
- Able to lift and carry 25 pounds (up to 50 pounds in some work areas).

#### **Zoo Benefits**

- Dickerson Park Zoo is a unique work environment.
- Help the zoo fulfill its conservation mission.
- Opportunities for behind-the-scenes tours.
- Discounts on gift shop merchandise and food purchases.
- Free admission to Dickerson Park Zoo for you and a guest during your off-duty time.

*Friends of the Zoo is a nonprofit 501(c)3 organization; our mission is to generate revenue for projects and programs at Dickerson Park Zoo. Dickerson Park Zoo is a division of the Springfield-Greene County Park Board and accredited by the Association of Zoos & Aquariums.*



## Instructions for completing Friends of the Zoo's Employment Application

Revised 2-2016

Please complete both sides of the application. Print legibly in black ink or type your application. Sign and date the back page. Answer every question completely, and do not leave a question unanswered or blank. If you have questions about completing this application, please ask for assistance. (*When you have completed the application, you may remove this cover instruction page to keep for future reference. **Submit only the application for employment.***)

### **If an offer of employment is extended, you must provide the following:**

- Proof of age, if between the ages of 15-18\*
- Proof of eligibility to work in the United States\*\*

**Failure to provide the information listed above will result in withdrawing the offer of employment.**

### **Reference letters should be provided from former employers whenever possible.**

If you are a student and have limited work experience, letters of recommendation from teachers, counselors, clergy or adults who have supervised your work or have knowledge of your qualifications are acceptable. Letters must outline your relationship with the letter writer, how long they have known you, the scope of your experience and responsibilities, quality and quantity of your work, your attendance, attitude, reliability and dependability. ***Your letters can and will be verified.***

**\*Proof of age:** You must be 15 years of age or older to work for Friends of the Zoo as a temporary worker. Most positions require that employees be 16-18 years of age due to the restrictions outlined by the US Department of Labor, Child Labor Requirements, under the Fair Labor Standards Act. You will be asked to show proof of age by presenting a state-issued driver's license, health records, state-issued photo identification card, birth certificate, school record, passport or other official document.

**\*\*Work Authorization:** Friends of the Zoo participates in the E-Verify program. Newly hired employees will complete Form I-9, and this information will be provided to the Social Security Administration and, if necessary, the Department of Homeland Security, to confirm work authorization. Collection of this information is only from newly hired employees and not a condition of the employment application process.

**Background Check:** A satisfactory background check is necessary for employment.

*Individuals with disabilities should request reasonable accommodations in accordance with the Americans with Disabilities Act prior to making application, testing or appointment.*

**Friends of the Zoo • 3043 North Fort • Springfield MO 65803**

**Administration Office: 417-833-1570**

**Guest Services: 417-833-9196**





**FRIENDS OF THE ZOO  
JOB APPLICATION**

Complete BOTH sides of this application by typing or printing legibly. Please sign and date the back page. This application becomes the property of Friends of the Zoo.

Today's Date: \_\_\_\_\_

Date available for employment: \_\_\_\_\_

Position(s) Applying For: \_\_\_\_\_

**Name** \_\_\_\_\_ **Phone ( )** \_\_\_\_\_  
 Last First Middle Initial Cell

**Address** \_\_\_\_\_ **Phone ( )** \_\_\_\_\_  
 Street Apt. # Home/Message

\_\_\_\_\_ State ZIP

**Email** \_\_\_\_\_

Age Range: 15-17 \_\_\_\_\_ 18+ \_\_\_\_\_ (NOTE: Age information is reviewed solely for compliance with Child Labor Laws.)

\_\_\_\_\_ ( ) \_\_\_\_\_  
 Name of Emergency Contact Relationship Emergency Phone

**Availability for employment (List hours you can work — Work times are typically 8-5, seven days a week.)**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

**Are there any days and/or times you are NOT available?**

**List two adult references such as teachers, coaches, club sponsors or personal family friends.**

Name \_\_\_\_\_ Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_  
 How long have you known this person? \_\_\_\_\_ How do you know him or her? \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_  
 How long have you known this person? \_\_\_\_\_ How do you know him or her? \_\_\_\_\_

**Have you ever been employed by Friends of the Zoo?** Yes \_\_\_\_\_ No \_\_\_\_\_  
 Dates of Service \_\_\_\_\_ Position \_\_\_\_\_

**Have you ever been convicted of or plead guilty to an adult law violation (which includes all traffic violations)?** Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please list all convictions below. Be specific.

Date \_\_\_\_\_ Offense \_\_\_\_\_ Location \_\_\_\_\_

Please explain (for misdemeanor and/or felony – please give full details):

*(A conviction will not automatically disqualify you from consideration. We will consider the nature of the offense in relation to the job for which you are applying. We will also consider your record since the offense was committed. Failure to accurately list conviction record will result in disqualification.)*

**Provide your complete record of employment.** Attach additional pages if necessary. Start with your present or most recent position and continue in descending order. If you have limited work experience, please include any volunteer work, work study programs, community service or service organizations with which you have experience.

<b>Employer</b> _____ Address _____ City _____ State _____ Zip Code _____ Phone (    ) _____ Supervisor's Name and Title _____ Title and job duties _____ Dates of employment: from ____/____/____ to ____/____/____  <b>Employer</b> _____ Address _____ City _____ State _____ Zip Code _____ Phone (    ) _____ Supervisor's Name and Title _____ Title and job duties _____ Dates of employment: from ____/____/____ to ____/____/____  <i>* List additional work experience on a separate sheet or resume.</i>
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<b>Education</b> (Circle highest grade complete) Elementary    1   2   3   4   5   6   7   8 High School    9   10   11   12 College        1   2   3   4  Please list any education, training, or work experience you feel has a bearing on your qualifications for this position: _____ _____
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I certify that all information submitted on this application is true and complete to the best of my knowledge. I understand that any false or incorrect information may subject me to disqualification or dismissal. I, the undersigned, do hereby authorize Friends of the Zoo (FOZ) and/or its designated provider to conduct an investigation with respect to my application for employment and release Friends of the Zoo, my former employers and personal references from any liability for damage caused by giving and receiving information or opinions as to my qualifications, employment or character. I agree to hold FOZ harmless and in no event shall FOZ be liable to me for special, indirect or consequential damages for the refusal of employment due to information obtained during my background security check. I understand that my employment is contingent upon a satisfactory background check. Any information obtained through former employers and/or personal references will become the property of Friends of the Zoo.

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

*Friends of the Zoo is committed to workforce diversity and a drug-free workplace.  
 Pre-employment background check is required.  
 Women, minorities and individuals with disabilities are encouraged to apply.*

**\*\* For Supervisor Use Only — After job offer is made \*\***

Revised 2-2016

Applicant's Name	Date background check submitted	Planned start date
Name of hiring supervisor	Date and results of background check	
Reference results	E-Verify submitted	E-Verify results