norfolk botanical garden

The application must be fully completed to be considered. Please complete each section, even if you attach a resume.

Application For Employment

Applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, sex, age, national origin, marital status, disability, sexual orientation, gender identity or any protected characteristic as established by law.

As a means of accommodation to persons with disabilities that prevent them from completing this application, confidential assistance in filling out this application may be obtained by calling Human Resources at (757) 441-5830 ext. 347.

| Personal Information | | | | | | |
|--|----------------------|------------------------|----------------------|-------|--|--|
| Name | | | | | | |
| Address | | City | State | Zip | | |
| Phone number | | Email address | | | | |
| Are you legally eligible to work in the US? Yes No No | | Social Security Number | | | | |
| Driver's License Number | | | State | | | |
| Position | | | | | | |
| Position you are applying for | | | Available start date | | | |
| Employment desired | | ☐ Part time | ☐ Seasonal/Temporary | | | |
| Education | | | | | | |
| S chool name | Location | Years attended | Degree received | Major | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| References (business an | d professional only) | | | | | |
| Name and Email Address | | Title | Company | Phone | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

| Employment History | | | | | | |
|---|---|-------|----------------|--|--|--|
| Current Employmer | Job title | | Dates employed | | | |
| Work phone | May we contact your current employer? Please provide name, email & phone: | | | | | |
| Address | City | State | Zip | | | |
| Employer (1) | Job title | | Dates employed | | | |
| Work phone | May we contact your past employer? Please provide name, email & phone: | | | | | |
| Address | City | State | Zip | | | |
| Employer (2) | Job title | | Dates employed | | | |
| Work phone | May we contact your past employer? Please provide name, email & phone: | | | | | |
| Address | City | State | Zip | | | |
| Employer (3) | Job Title | | Dates employed | | | |
| Work phone | May we contact your past employer? Please provide name, email & phone: | | | | | |
| Address | City | State | Zip | | | |
| Use this space for any additional information that would help to evaluate your application, including certifications, special achievements or specialized skills: | | | | | | |
| Signature Disclaimer | | | | | | |
| I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my employment being terminated. | | | | | | |
| Name (please print) | Signature | | | | | |
| Date | | | | | | |

Select the submit button to send this form to Human Resources by email or save and send as an attachment. If your internet browser does not support pdf forms, please print this form to complete and send as a scanned image.