

INSTRUCTIONS FOR COMPLETING APPLICATION

1. Read information sheet carefully. It contains important information about working in the parks
 2. Fill out the 3-page application form. You must complete all sections even if attaching a resume. Do not write "see resume"
 3. Sign the application
 4. On a separate piece of paper, write one-paragraph telling us why you want to work for us. It should not be more than one paragraph
- NOTE: Applications will not be considered without this**
5. Include a resume and reference letters, if available
 6. Mail or fax application and attachments to address listed on the Application

TO SUBMIT APPLICATION ONLINE:

1. Go to WWW.SEQUOIAPARKSCONSERVANCY.ORG
2. Scroll to the bottom of the page for "EMPLOYMENT"
3. Read the "Employment Information"
4. Choose "APPLY ONLINE" and complete all necessary information
5. Read, initial, and sign where indicated
6. Optional- You may upload a copy of your resume and any Letter of Reference

- We perform both employment reference and background checks.
- We will not consider applicants who provide inaccurate, incomplete, or illegible information.
- Handwritten applications must be in black or blue ink.
- Due to large number of applications, we only contact applicants being considered for a position. Those under consideration will be called for an interview. Interviews may be in-person or by phone.
Interviews generally begin February to early March.

Please do not apply if you cannot comply with employment requirements, or are unsure about living or working in the park environment.



Employment Application

47050 Generals Highway #10, Three Rivers, CA 93271
Telephone (559) 565-3779 FAX (559) 566-5192
HR@SequoiaParks.org

PLEASE READ CAREFULLY. You must sign the application to be considered for employment.
Complete application in black or blue ink.

Include resume/letters of reference, if available. Please answer ALL questions. Resumes are not a substitute for a completed application.

IMPORTANT: On separate paper, please write one or two paragraphs explaining why you want to work for us. Print your name on the paper and attach it to your application. We will not consider your application without this. Due to the large number of applications we receive, we only contact applicants we are considering for employment. Those under consideration will be called for an in-person or phone interview.

PLEASE PRINT

_____ Date

_____ Last Name

_____ First Name

_____ Middle

Current Address:

_____ No. & Street

_____ City

_____ State

_____ Zip code

_____ Email Address

_____ Home Phone

_____ Cell Phone

Employment Desired:

Position applying for: _____

Dates available to work: From _____ to _____
(Rehire status is based on completion of your work agreement dates)

Are you applying for: Full Time Only Part Time Only Full or Part Time

How did you hear about us?

Conservancy website Social Media Job Fair Advertisement Industry Trade Publication Other
 Conservancy Employee (name) _____ NPS Employee (name) _____

Personal Information:

Are you at least 18 years of age? Yes No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?
 Yes No
If no, describe the functions that cannot be performed _____

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential duties. Hire may be subject to passing a medical examination and to skill and agility tests)

Have you ever worked for us or submitted an application? Yes No If yes, when? _____

Can you, upon employment, submit verification of your legal right to work in the U.S.? Yes No

Most positions require employees to commute to work. If hired, would you have a reliable means of transportation to and from work?
 Yes No

Certain positions require driving a company or park vehicle. Do you have a current valid driver's license? Yes No
If yes, do you have a clean driving record? Yes No If no, please explain: _____

Driver's License Number _____ State _____
If hired for a position requiring driving, we will require a copy of your license and we will perform a DMV records check prior to offering you a job.

Many employees live in park housing. Do you want to be considered for park housing? Yes No

If working at the Cave, Lodgepole, or Giant Forest, are you willing to find your own housing in Three Rivers if necessary? Yes No
If you intend to commute to work from outside the park, you must supply your own transportation.

Employment History:

During the last 10 years, have you been:

Terminated or asked to resign from any job? Yes No

Given the choice to resign rather than be terminated? Yes No

Resigned by mutual agreement because of a specific problem? Yes No

If you answered Yes to any of the above, please explain the circumstances of each occasion.

List all work experience starting with your most recent position.

Employment records will be verified.

MAY WE CONTACT YOUR CURRENT EMPLOYER? Yes No If no, why?

| | | | |
|--------------|---|---|-------------------------------------|
| Company name | | Type of business | Your title |
| Address | | Phone number with area code | Reason for leaving |
| | | Supervisor's title and name | Dates worked From _____ To _____ |
| | Average number of hours worked per week | Describe job duties and accomplishments | |

| | | | |
|--------------|---|---|-------------------------------------|
| Company name | | Type of business | Your title |
| Address | | Phone number with area code | Reason for leaving |
| | | Supervisor's title and name | Dates worked From _____ To _____ |
| | Average number of hours worked per week | Describe job duties and accomplishments | |

| | | | |
|--------------|---|---|-------------------------------------|
| Company name | | Type of business | Your title |
| Address | | Phone number with area code | Reason for leaving |
| | | Supervisor's title and name | Dates worked From _____ To _____ |
| | Average number of hours worked per week | Describe job duties and accomplishments | |

Use additional sheets of paper to list other employment or volunteer work

PLEASE READ THE FOLLOWING STATEMENT CAREFULLY. BY SUBMITTING THIS APPLICATION FOR EMPLOYMENT, YOU ARE ACKNOWLEDGING THE FOLLOWING:

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, including inaccurate driving record information, ability to perform essential job functions, or failure to comply with policies and job requirements shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ Initial

I hereby authorize Sequoia Parks Conservancy (SPC) to thoroughly investigate my references, work record, education and other matters related to my suitability for employment unless otherwise specified above. I further authorize the references I have listed to disclose to the SPC 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 SPC, 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

_____ Initial

I understand and acknowledge, unless otherwise defined by applicable law, that any employment relationship with this organization is on an "at will" nature, which means that I may resign at any time and SPC may discharge me at any time with or without cause. I understand I am responsible for any and all travel and related costs incurred to get to the parks and to return home when my employment ends including early termination of employment. I further understand that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the chairperson of the board of directors of SPC. I agree to vacate employee housing immediately upon termination of employment. I understand any job offer made to me will be made in writing and must be signed by the executive director of SPC or appointee. If employed by SPC, I agree to abide by all policies, procedures, employee handbooks, and requirements established by SPC and the National Park Service (NPS) and the Army Corps of Engineers (ACE). I understand soliciting Conservancy memberships from park visitors is a job requirement.

_____ Initial

I have read and understand the information that accompanied this employment application. I understand I will be required to read, acknowledge, and abide by an employee handbook and safety manual. I understand, if employed, I may be asked to perform duties or work hours/days other than normally required for the position. If employed, I agree to allow SPC to use any image of me for promotional or commercial purposes. I understand any product, artwork, written material, program, or project created by me as part of my employment is the property of SPC. I understand I must abide by SPC's Drug Free Workplace Policy, and if I am offered employment, I may be asked to pass a pre-employment drug test screening.

_____ Initial

If I am employed at the cave I understand the risks associated with higher than normal levels of Radon that is present in the cave as well as other natural hazards that can occur while working in a national park. If working outdoors I understand other natural hazards exist including disease from insect bites.

_____ Initial

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document for upon hire.

I have read this statement carefully.

Date _____ Signature _____

Sequoia Parks Conservancy will consider qualified applicants, including those with criminal histories, in a manner consistent with state and local "Fair Chance" laws.

AN EQUAL OPPORTUNITY EMPLOYER - Sequoia Parks Conservancy, a non-profit, is an equal opportunity employer. We do not and will not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, gender identity or expression, genetic information, age, disability, marital status, or veteran's status. Information provided on this application will not be used for any discriminatory purpose.