



CATALINA ISLAND CONSERVANCY

The mission at the Catalina Island Conservancy is to be a responsible steward of its lands through a balance of conservation, education and recreation.

An Equal Opportunity Employer

Employment Application

Please Print

Form fields for personal information: Date, Last Name, First Name, Middle, Address, No. & Street, City, State, Zip, Contact Phone, Email.

Employment Desired

Position applying for: \_\_\_\_\_

Personal Information

Have you ever applied to or worked for the Santa Catalina Island Conservancy before?

Yes/No checkboxes

If yes, when? \_\_\_\_\_

Do you have any friends or relatives working for the Santa Catalina Island Conservancy?

Yes/No checkboxes

If yes, state name(s) and relationship:

Form fields for Name and Relationship (two rows)

Why are you applying for work at the Santa Catalina Island Conservancy?

\_\_\_\_\_

If hired, would you have a reliable means of transportation to and from work? ... Yes/No

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.) ... Yes/No

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? ... Yes/No



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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 functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

Education, Training and Experience

School	Name and Address	No. of years Completed	Did you Graduate?	Degree or Diploma
<b>High School</b>	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	Name _____			
	Address _____			
	City _____ State _____ Zip _____			
<b>College/ University</b>	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	Name _____			
	Address _____			
	City _____ State _____ Zip _____			
<b>Vocational/ Business</b>	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	Name _____			
	Address _____			
	City _____ State _____ Zip _____			
	City _____ State _____ Zip _____			
	City _____ State _____ Zip _____			
<b>Other Licenses or Certifications</b>	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	Name _____			
	Address _____			
	City _____ State _____ Zip _____			
City _____ State _____ Zip _____				



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Employment History

List below all present and past employment starting with your most recent employer (last five years is sufficient). Account for all periods of unemployment. You must complete this section even if attaching a resume.

Form for the first employment entry, including fields for Name of Employer, Telephone No., Type of Business, Your Supervisor's Name, Address & Street, City, State, Zip, Dates of Employment (From/To), Your Position and Duties, Reason for Leaving, and May we contact this employer for a reference? (Yes/No).

Form for the second employment entry, including fields for Name of Employer, Telephone No., Type of Business, Your Supervisor's Name, Address & Street, City, State, Zip, Dates of Employment (From/To), Your Position and Duties, Reason for Leaving, and May we contact this employer for a reference? (Yes/No).

Note: Attach additional page(s) if necessary.

References

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

Form for the first reference entry, including fields for First Name, Last Name, Telephone No., Address & Street, City, State, Zip, Occupation, and No. of Years Acquainted.



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**References, continued**

_____	_____	(____) ____ - ____
First Name	Last Name	Telephone No.
_____	_____	_____ - ____
Address & Street	City	State Zip
_____	_____	
Occupation	No. of Years Acquainted	

_____	_____	(____) ____ - ____
First Name	Last Name	Telephone No.
_____	_____	_____ - ____
Address & Street	City	State Zip
_____	_____	
Occupation	No. of Years Acquainted	

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

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



CATALINA ISLAND CONSERVANCY

I waive receipt of a copy of any public record described in the paragraph above

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature