

Application for Temporary/Seasonal Employment

Welcome to Brookfield Zoo!

Thank you for applying for a position with the Chicago Zoological Society. If you are hired for a temporary/seasonal position, you will learn a variety of valuable job skills, including:

- On-the-job training and technical skills
- Customer service
- Interpersonal skills
- Business knowledge
- Organizational skills
- Time management
- Communication skills
- Teamwork
- And more!

We offer competitive pay, a fun, fast-paced work environment, flexible schedules for many jobs, meal and merchandise discounts, opportunities for advancement, and more!

As an employee of the Chicago Zoological Society, you will be working to provide a satisfying experience for all visitors to the zoological park. We strive to satisfy our guests by providing:

Quality service. Guests expect to receive prompt and accurate service when they visit restaurants, gift shops, and other zoo locations. We expect all employees to learn as much as they can about the zoo so that they can give helpful and informed responses to guests' questions and requests and so that they can direct guests to other, appropriate sources for additional information.

Clean environment. As a conservation organization, we work to demonstrate, by example, the importance of caring for the environment. In doing so, we expect each employee to help keep the park clean and litter-free, so that our guests can eat, shop, and relax in a clean, comfortable setting that sends a message that we care about "our" environment.

Caring attitudes. We expect all employees to be attentive, respectful, and courteous in all aspects of their work, whether dealing with coworkers or zoo visitors. Guests are to be greeted with a friendly smile and personal attention.

Why work for the Chicago Zoological Society?

- Internationally known conservation organization
- Attractive schedules
- Gain new skills and experience
- Family-oriented, fun atmosphere
- Meet new friends
- Seasonal employees can return from year to year

What benefits would I receive?

- Free parking and general admission
- Free admission to many zoo attractions
- Discounts on merchandise and food

How to Complete This Application

1. Use a blue or black pen. Print neatly, so your answers are easy to read.
2. Answer all questions completely. If you do not understand a question, ask a Human Resources representative to explain it.
3. Carefully read the information on the application and answer the question.
4. Sign and date the application.
5. Return the completed application to: The Chicago Zoological Society, Brookfield Zoo, Human Resources Department, 3300 Golf Road, Brookfield, IL 60513. Your application will be reviewed, and you will be contacted if an interview is desired. If an interview is not desired, you will receive no further contact regarding your application.
6. If you have questions about a position, job duties, or employment opportunities, contact a Human Resources representative at (708) 688-8400 who will be happy to answer your questions.

Accommodation will be provided to assist you in completing your employment application and/or interview upon request.

Equal Opportunity Employment

The Chicago Zoological Society is an equal opportunity/affirmative action employer-M/F/V/D and considers applicants for all positions without regard to race, color, religion, gender, age, national origin, marital status, disability, veteran status, or other class protected by law. The Society promotes workplace diversity and strives to foster a workplace environment of caring, respect, and inclusiveness where the contributions of all workers are valued and recognized.

NOTICE TO ALL EMPLOYEES AND PROSPECTIVE EMPLOYEES

The Chicago Zoological Society is a government contractor subject to Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974 (VEVRAA). These statutes require the Society to take affirmative action to employ and advance in employment qualified minorities, females, and individuals with disabilities, veterans of the Vietnam era, special disabled veterans, other protected veterans, and recently separated veterans.

If you belong to one of these protected groups and would like to be considered under the affirmative action program, please tell us. You may inform us of your desire to benefit under the program at this time and/or at any time in the future. The information will assist us in meeting our affirmative action obligations and/or in making any reasonable accommodations necessary if you are disabled. Our affirmative action program contains policies and procedures to assure compliance with our Section 503 and VEVRAA obligations. **Submission of this information is purely voluntary** and choosing not to disclose this information will not subject you to any adverse treatment. Information you submit about a disability will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of individuals with disabilities and special disabled veterans, and regarding any accommodations, (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment, and (iii) Government officials engaged in enforcing these regulations may be informed. The information provided will be held strictly confidential and separate from your application and personnel file, if hired, and only in ways that are consistent with the law. The following definitions should be reviewed before completing the form:

Individual with a Disability: A person who has a physical or mental impairment that substantially limits one or more major life activities, who has a record of such impairment, or who is regarded as having such an impairment.

Vietnam Era Veteran: A person who 1) served on active duty for a period of more than 180 days, and was discharged or released there from with other than a dishonorable discharge, if any part of such active duty occurred: a) in the Republic of Vietnam between February 28, 1961 and May 7, 1975; or b) between August 5, 1964 and May 7, 1975, in all other cases; or 2) was discharged or released from active duty for a service-connected disability if any part of such active duty was performed: a) in the Republic of Vietnam between February 28, 1961 and May 7, 1975; or b) between August 5, 1964 and May 7, 1975, in all other cases.

Special Disabled Veteran: A person who is: 1) a veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs for a disability: a) rated at 30 percent or more; or b) rated at 10 or 20 percent in the case of a veteran who has been determined under 38 U.S.C. 3106 to have a serious employment handicap; or 2) a person who was discharged or released from active duty because of a service-connected disability.

Other Eligible Veteran: A veteran who served on active duty during a war or in a campaign or on an expedition for which a campaign badge, a service medal, or an expeditionary medal has been awarded. This includes veterans with active duty service between 12/7/41 and 4/28/52 (considered to be veterans of WWII) as well as veterans who served in other covered military engagements.

Recently Separated Veteran: Any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty.

Serious employment handicap means a significant impairment of a veteran's ability to prepare for, obtain, or retain employment consistent with such veteran's abilities, aptitudes and interests.

If you are an individual with a disability, it would assist us if you tell us about (i) any special methods, skills and procedures which qualify you for positions that you might not otherwise be able to perform because of your disability so that you will be considered for any positions of that kind, and (ii) the accommodations which we could make which would enable you to perform the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job, provision of personal assistance services, or other accommodations.

The Society's Affirmative Action Program may be inspected by employees and applicants upon request between 10:00 a.m. and 5:00 p.m. in the Human Resources office.



An Equal Opportunity/Affirmative Action Employer-M/F/D/V

VOLUNTARY SELF-IDENTIFICATION

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Completion of this form is purely voluntary. Refusal to provide the information will in no way subject you to any adverse treatment. This information will be used only in accordance with applicable regulations and government recordkeeping and reporting requirements. This information will be held strictly confidential and separate from your application and the personnel file and will not be used in consideration for your employment.

Name: _____ Phone No. () -
 (Last) (First) (Middle Initial)

Address: _____
 (Number, Street) (City) (State) (Zip code)

Position Applied for: _____

Referral Source:

- Advertisement
- Zoo Web Site
- Community Agency
- Employee Referral
- Internet Job Posting
- School Job Counselor
- Community Job Fair
- Zoo Job Fair
- Other _____

List specific name of source if known: _____

Please check any below that apply.

Gender: Male Female

Ethnicity: White* Black or African American* Hispanic or Latino Native Hawaiian or Other Pacific Islander* Asian* American Indian or Alaskan Native* Two or More Races*
 * Not Hispanic or Latino

Disabled/Veteran Status:

- Individual with a disability
- Vietnam Era Veteran
- Special Disabled Veteran
- Other Eligible Veteran
- Recently Separated Veteran – Date of Separation ____/____/____

Signature _____ Date _____

Return completed form to:
Chicago Zoological Society · Brookfield Zoo
Human Resources Department
3300 Golf Road
Brookfield, IL 60513

Personal Information

Name (as it appears on your Social Security card)

Address

City

State

Zip

Home Telephone

Message Telephone

What is the best time to call you?

a.m.

p.m.

Email Address

Are you at least 16 years of age or older?

Yes

No*

*Can you show proof of age upon hire?

Yes

No

Do you have a valid Illinois driver's license?

Yes

No

Are you a U.S. citizen or legally authorized to work in this country?

Yes

No

(Proof of identity and authorization to work in the U.S. will be required in accordance with federal law.)

Do you own any pets—domesticated or non-domesticated?

Yes

No

(If "yes", type of pet(s):

Do you work for or have a financial interest in any business or organization that deals with animals (domesticated or nondomesticated)?

Yes

No

If "Yes," please explain.

Have you ever worked for Brookfield Zoo before?

Yes

No

If "yes," give date(s), job title(s), and locations.

Are you under contractual obligation to an employment search firm?

Yes

No

If "yes," please explain.

Job Interest and Availability

Type of work you are seeking. Please number your choices in order of preference (1=first, 2=second, etc.).

*Minimum age 18

___ Food Service

___ Admissions

___ Animal Keeper*

___ Groundskeeping

___ Gift Shop

___ Motor Tram Tours*

___ Research Assistant

___ Janitorial Services

___ Banquets/Catering

___ Park Safety

___ Clerical

___ Other _____

Availability:

Full-time

Part-time

Temporary

Summer Season

How many hours do you want to work per week?

Can you get to work every day you are scheduled to work?

Yes No

Date available to begin work

(Contact PACE/RTA for public transportation information at 836-7000.)

Wage/Salary Desired

Please indicate below the days and times you are available to work.

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Brookfield Zoo is open every day of the year, including all holidays. Are you available to work any day of the year? (Do not indicate the need for absence from work for religious reasons.) Yes No

The following weekends are mandatory workdays for some positions. Are you available to work:

Easter weekend?

Yes No

Memorial Day weekend?

Yes No

July 4?

Yes No

Labor Day weekend?

Yes No

Students

Are you available to work Saturdays and Sundays during the school year? Yes No

Are you available to work during spring break?

Yes No Dates: From _____ to _____

Are you available to work weekdays during the summer?

Yes No

What is your anticipated last day of work for the summer?

Date: _____

Job Interest and Availability Continued

Have you been convicted of a crime (other than a minor traffic violation) in the past seven years? (You should not disclose any conviction, the record of which has been sealed or expunged.) Yes No

If "Yes," please explain in detail.

(A conviction will not necessarily eliminate you from consideration for employment, and factors such as the time since conviction, the seriousness of the crime, and the nature of the crime relative to the position for which you are applying may be considered. Convictions occurring more than seven years prior to the date of application may be considered if relevant to the job for which the applicant is applying.)

Have you ever been convicted of a traffic violation? (Answer this question only if you are applying for a position that may involve driving—including golf carts.) Yes No If "yes," please explain.

The U.S. Secretary of Health and Human Services has determined that certain diseases, including hepatitis A, salmonella, shigella, staphylococcus, streptococcus, giardia, and compylobacter, may prevent you from serving food or handling food equipment in a sanitary or healthy fashion. An essential function of some jobs involves serving food or handling food equipment in a sanitary and healthy fashion. Can you, with or without reasonable accommodation, perform this essential function if you are hired into a food service position? (Check "Not Applicable" if you are not applying for or do not wish to be considered for a food service/handling position.)

Yes No Not Applicable

Referral Source

- Advertisement Employee Referral Zoo Job Fair Community Job Fair
 Zoo Web Site Internet Job Posting Community Agency School Counselor
 Other _____

List specific name of source if known: _____

Education

High School	Highest Grade Completed 9 10 11 12	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No", what is your anticipated graduation date?	
College	Number of Yrs. Completed 1 2 3 4 5 6	List Degree(s)	Major/Minors:
Graduate or Professional School	Years of Training	List degree(s)	Specialty:
Trade/Vocational School or Other Training	Length of Time Enrolled	Training Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Skills Acquired:

Skills

List your job-related skills or experiences (volunteer or paid) in areas such as, but not limited to, the following: clerical, equipment, sales, animal experience, customer service, languages, maintenance, public safety, etc.

References

List persons (not relatives) who have known you at least three years.

Name	Telephone (including area code)	Nature of Relationship/Affiliation	Number of Years Known

Employment History

Provide information for current and past employers, starting with the most recent (use additional sheets if needed). Include military service. Explain any gaps in employment in the "Additional Information" section that follows.

Current or Last Employer	Dates Employed		Summarize Job Duties
	From	To	
Address			
Telephone	Starting Wage		
Starting Job Title/Ending Job Title	\$	per	
Immediate Supervisor and Title	Ending Wage		
Reason for Leaving	\$	per	
May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			
Employer	Dates Employed		Summarize Job Duties
	From	To	
Address			
Telephone	Starting Wage		
Starting Job Title/Ending Job Title	\$	per	
Immediate Supervisor and Title	Ending Wage		
Reason for Leaving	\$	per	
Employer	Dates Employed		Summarize Job Duties
	From	To	
Address			
Telephone	Starting Wage		
Starting Job Title/Ending Job Title	\$	Per	
Immediate Supervisor and Title	Ending Wage		
Reason for Leaving	\$	Per	

Additional Information

List any gaps in employment and/or include any other job-related skills or experiences you feel are pertinent to the position for which you are applying.

I certify that the answers given by me on this application are true, complete, and correct to the best of my knowledge. I understand that any misstatement or omission may result in the withdrawal of my application and/or résumé submitted to Chicago Zoological Society (the Society), or, if I am hired, in my termination of employment at any time. I authorize investigation of all information contained in this application, on my résumé, and/or provided during any interview as may be deemed necessary by the Chicago Zoological Society to make an employment decision. I also authorize any previous employer or references to release to the Society any and all information concerning my work history and background, including, but not limited to, performance, disciplinary, and attendance records, wage and salary information, etc., to consider my application for employment. I also hereby consent to a complete background check, including a criminal background check.

If I am hired, I agree to abide by all current and subsequently issued rules of the Society. I understand the Society shall be entitled, without further consent, to use in any manner any picture, audio, or video recording of me or my voice in association with my employment if hired. I also authorize and assign to the Society all rights, interest, and copyright to any work that I may produce or create in association with my employment. I acknowledge that the Society is an at-will employer, that neither the Society nor I am bound to an employment contract or a commitment of employment for any definite period of time. I understand that either party may terminate the employment relationship at any time, for any reason or no reason, with or without notice. I also acknowledge that nothing contained in my application, the acceptance of this application or conveyed during any interview that may be granted does not constitute a contract of employment with the Society and that no representative of the Society, other than its Director, has any authority to enter into any agreement of employment for any specified period of time or to make any agreement to the contrary. Accordingly, any offer of employment made by the Society may be withdrawn and employment with the Society may be terminated with or without cause or notice except for union positions, for which the labor agreement applies to the employment relationship and conditions of employment, and without any obligation or liability other than for the payment of wages at the agreed rate for work actually performed. I understand the foregoing may be superseded by the terms of any union labor agreement that may apply to my job classification if I am hired and become covered by such an agreement. If an offer of employment is made, I understand that I will be required to provide proof of my right to work in the United States before I may begin work.

Signature

Today's Date