

APPLICATION FOR EMPLOYMENT



National Headquarters Human Resources

3530 Papalina Road, Kalāheo, Kauaʻi, Hawaiʻi 96741
Phone: (808)332-7324, Fax: (808)332-9765
Website: www.ntbg.org

Allerton Garden
Lāwaʻi, Kauaʻi, Hawaiʻi

Kahanu Garden
Hāna, Maui, Hawaiʻi

Limahuli Garden and Preserve
Hāʻena, Kauaʻi, Hawaiʻi

McBryde Garden
Lāwaʻi, Kauaʻi, Hawaiʻi

The Kampong
Coconut Grove, Florida

Visitors Center
Poʻipū, Kauaʻi, Hawaiʻi

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Please type or print in ink and submit to Human Resources.

1. Date of application:		2. Position applying for:		3. Wage desired:	
4. Name (Last, First, Middle, Maiden):				5. Social Security Number:	
6. Mailing Address:				7. Best Contact Phone Number:	
8. Physical Address:				Home:	
9. Are you a United States Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No				10. Will you relocate if job requires it? <input type="checkbox"/> Yes <input type="checkbox"/> No	
11. Will you travel if job requires it? <input type="checkbox"/> Yes <input type="checkbox"/> No				Cell:	
12. If you are under 18 and it is required, can you furnish a work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain:				Work:	
13. Do you have a Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain:				14. Have you submitted an application here before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give date(s) and position(s):	
15. Have you been employed here before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give date(s) and position(s):				16. Will you work overtime if required? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain:	
17. Have you entered into an agreement with any former employer or other party (such as a non-competition agreement) that might, in any way, restrict your ability to work for our company? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:					
18. Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain, including dates and convictions:					
19. MILITARY Have you ever been in the armed forces? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you presently on active duty or a member of the National Guard? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Date entered:		Discharge date:		Type discharge:	
				Specialty:	

21. SKILLS AND QUALIFICATIONS, CONTINUED		
<input type="checkbox"/> E-mail	Software:	Years:
<input type="checkbox"/> Internet	Software:	Years:
<input type="checkbox"/> Other	Software:	Years:

Summarize any other special training, skills, licenses, and/or certificates that may assist you in performing the position for which you are applying:

22. EDUCATION

Type of School	Name of School	Location and Address	Years Completed	Major and Degree
High School				
College				
Bus. or Trade School				
Professional School				

23. REFERENCES – List name and telephone number of three business/work references that are *not* related to you and are *not* previous supervisors.

Name	Title	Relationship to You	Telephone	Number of years known

APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, résumé or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's director.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and the federal immigration laws require me to complete an I-9 Form in this regard.

This Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration from employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. This Company likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The Company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date ____/____/____