



# APPLICATION FOR EMPLOYMENT

**Lewis Ginter Botanical Garden, Inc. (LGBG) is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Unsolicited applications are kept on file for 30 days; Applications for posted job openings are kept on file for 30 days after a position is filled.**

Please Print:

Position Applying For:		Date of Application:
First Name:	Middle Name:	Last Name:
Home Phone:	Cell Phone:	E-mail Address:
Home Address:		
How did you learn about us? <input type="checkbox"/> Advertisement/Web Search <input type="checkbox"/> Employment Agency <input type="checkbox"/> LGBG Website <input type="checkbox"/> Friend or Acquaintance <input type="checkbox"/> Inquiry <input type="checkbox"/> Other		
Best Time to Contact You: <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening <input type="checkbox"/> Specific Time(s):		
Are you over the age of 18? (If under 18, hire is subject to verification of minimum legal age) <input type="checkbox"/> Y or <input type="checkbox"/> N		
Have you ever applied to or worked for LGBG? <input type="checkbox"/> Y or <input type="checkbox"/> N If yes, provide date(s):		
If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States? <input type="checkbox"/> Y or <input type="checkbox"/> N		
Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? <input type="checkbox"/> Y or <input type="checkbox"/> N		

**LEWIS  
GINTER  
BOTANICAL  
GARDEN**

1800 Lakeside Avenue  
Richmond, VA 23228  
804.262.9887  
[lewisginter.org](http://lewisginter.org)

Have you ever been convicted of a felony or misdemeanor?  Y or  N

Do you have any criminal charges pending against you?  Y or  N

If yes, please describe the nature of the charge(s), when and where (name and location of court or jurisdiction) convicted and disposition of the case on a separate sheet of paper and attach to this application.

*Note: Criminal background checks are required prior to employment. No applicant will be denied employment solely on the grounds of an arrest or conviction for a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered. Failure to disclose an arrest or conviction for any felony or misdemeanor may be considered an intentional omission and could result in termination of employment.*

Please list languages you speak or write:

1.	<input type="checkbox"/> Working Knowledge	<input type="checkbox"/> Proficient
2.	<input type="checkbox"/> Working Knowledge	<input type="checkbox"/> Proficient
3.	<input type="checkbox"/> Working Knowledge	<input type="checkbox"/> Proficient
4.	<input type="checkbox"/> Working Knowledge	<input type="checkbox"/> Proficient

Do you have any other experience, training, qualifications, or skills which you feel should be brought to our attention?  Y or  N If yes, please explain:

Can you travel if the job requires it?  Y or  N

Are you currently on "lay-off" status and subject to recall?  Y or  N

What is your desired salary range?

Are you applying for:

Temporary work – such as summer or holidays?  Y or  N

Regular part-time work?  Y or  N

Regular full-time work?  Y or  N

What days and hours are you available for work?

If hired, on what date can you start working? \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Can you work weekends?  Y or  N

Can you work evenings?  Y or  N

Are you available to work overtime?  Y or  N

Are you currently employed?  Y or  N

If yes, may we contact your employer?  Y or  N

Name and phone number of current employer:

**High School:**

Name:	Degree Earned:
Address:	Years Completed:

**College/ University:**

Name:	Degree Earned:
Address:	Years Completed:

**Other (Vocational / Graduate School):**

Name:	Degree Earned:
Address:	Years Completed:

**Military Experience (Military Schools, Awards, Highest Rank Attained):**

Please describe:	
Were you honorably discharged? <input type="checkbox"/> Y or <input type="checkbox"/> N	

**Work Experience:**

Employer Name:	Starting Salary:
Address:	Ending Salary:
Phone Number:	Start Date:
Job Title:	End Date:
Manager's Name:	Reason for Leaving:
Work Performed:	

Work Experience, continued:

Employer Name:	Starting Salary:
Address:	Ending Salary:
Phone Number:	Start Date:
Job Title:	End Date:
Manager's Name:	Reason for Leaving:
Work Performed:	
Employer Name:	Starting Salary:
Address:	Ending Salary:
Phone Number:	Start Date:
Job Title:	End Date:
Manager's Name:	Reason for Leaving:
Work Performed:	
Employer Name:	Starting Salary:
Address:	Ending Salary:
Phone Number:	Start Date:
Job Title:	End Date:
Manager's Name:	Reason for Leaving:
Work Performed:	

*(for additional space please attach a separate sheet of paper)*

References: (Please include 3 professional with at least one in a supervisory role)

Name:	
Phone Number:	E-mail Address:
Relationship (include company/ organization through which you know them):	

Name:	
Phone Number:	E-mail Address:
Relationship (include company/ organization through which you know them):	

Name:	
Phone Number:	E-mail Address:
Relationship (include company/ organization through which you know them):	

Name:	
Phone Number:	E-mail Address:
Relationship (include company/ organization through which you know them):	

**Applicant's Statement:**

I certify that I have not purposely withheld any information that might adversely affect my chances for hiring and that the answers given by me are true & correct to the best of my knowledge and ability. I understand that any omission (including any misstatement) of material fact on this application or on any document used to secure employment can be grounds for rejection of application or, if I am employed by LGBG, terms for my immediate termination from LGBG. I understand that if I am employed, my employment is for no definite period of time and can be terminated at any time either with or without prior notice and by either me or LGBG. I permit LGBG to examine my references, record of employment, education record and any other information I have provided. I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them. Furthermore, if I elect to sign this document electronically, I understand that this is the equivalent of an original signature and carries the same permissions as one in writing.

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Applicant Signature

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Date

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Personnel Use Only: (attach interview notes)

Arrange Interview: <input type="checkbox"/> Y or <input type="checkbox"/> N	Offered Position: <input type="checkbox"/> Y or <input type="checkbox"/> N	Notified of Status: <input type="checkbox"/> Y or <input type="checkbox"/> N
Interview Date:	Title:	
By:	Hire Date:	
Signature:	Salary:	