



Delaware Nature Society, Inc.

Phone 302.239.2334 | Fax 302.239.2473
P.O. Box 700, Hockessin, DE 19707
www.DelNature.org/Jobs

APPLICATION FOR EMPLOYMENT

Delaware Nature Society (DNS) is an equal opportunity employer committed to maintaining a diverse, mission-driven workforce. We maintain that policy in recruitment, hiring, career advancement, and all other human resources practices. Your job related experience and other qualifications will be considered without discrimination on grounds of age, race, color, religion, sex, physical or mental disability, sexual orientation, veteran, or other protected status. All information in this application will be treated confidentially.

You can fill out this form on your computer and print to fill out with a pen.

How did you find out
about DNS?

DNS Website

Job Board

Employee Referral

Other

Type of Employment
desired:
(select all that apply)

Seasonal/TN

Full-Time

Part-Time

Intern

PERSONAL INFORMATION

Position Applied For:

Date:

Last Name:

First Name:

Address:

Home Phone:

City:

State:

Zip:

Work Phone:

E-Mail Address:

Cell Phone:

How long at the current address?

Have you ever applied for employment with us? If yes, Provide Month/Year:

If hired, will you be able to furnish proof that you are eligible to work in the U.S.?

Yes

No

Are you over the age of 18?

Yes

No

Date Available to work:

Salary Requirements: \$

/ hour \$

/ year

Have you ever been convicted of a Felony?

Yes

No

Have you ever had any indicated finding of child abuse filed in your name?

Yes

No

Does your name appear on any sex offender database in any state or country?

Yes

No

Please explain any Yes answers above, Details:

EMPLOYMENT HISTORY

Please list your three most recent employers, assignments, or volunteer activities. Please attach any explanations for gaps in employment. (May substitute resume, provided all information requested below is provided)

Employer: _____ Phone: _____
Dates Employed From: _____ To: _____
Address: _____
City: _____ State: _____
Job Title: _____ Annual Salary/Hourly
Starting: _____
Ending: _____
Immediate Supervisor (Name and Title): _____
May we contact them for a reference Yes No Later
Highlight your duties, skills used, promotions and or advancement while you worked at this company:

Reason for Leaving:

Employer: _____ Phone: _____
Dates Employed From: _____ To: _____
Address: _____
City: _____ State: _____
Job Title: _____ Annual Salary/Hourly
Starting: _____
Ending: _____
Immediate Supervisor (Name and Title): _____
May we contact them for a reference Yes No Later
Highlight your duties, skills used, promotions and or advancement while you worked at this company:

Reason for Leaving:

Employer: _____ Phone: _____
Dates Employed From: _____ To: _____
Address: _____
City: _____ State: _____
Job Title: _____ Annual Salary/Hourly
Starting: _____
Ending: _____
Immediate Supervisor (Name and Title): _____
May we contact them for a reference Yes No Later
Highlight your duties, skills used, promotions and or advancement while you worked at this company:

Reason for Leaving:

EDUCATIONAL BACKGROUND

Name & City	# of Years Attended	Graduated	Degree Received	Course/Major
High School		Yes No		
College		Yes No		
Post- Graduate		Yes No		
Business, Trade or Other		Yes No		

EMPLOYMENT REFERENCES

Please list three names and telephone numbers of business/work references. These references should be professional references. Please do not list personal friends or relatives:

Name/Title	Telephone/Email	Relationship
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PROFESSIONAL MEMBERSHIPS

Please list professional, business or civic associations and any offices held related to the position that you're applying for:

Organization(s)	Office(s) Held
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Please list any special accomplishments, publications, awards, or other relevant information relating to the position that you're applying for that you would like for us to consider. You may include hobbies, volunteer experience and any other activities you believe relevant. Please omit any information that would disclose your race, gender, age, marital status, ethnic origin religious or political affiliation, or disability.

Please read carefully before signing:

I understand that this employment application and any other DNS documents are not contracts of employment and that any individual who is hired may voluntarily leave employment or may be terminated by DNS at any time and for any legal reason. I understand that DNS is an at-will employer and that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee. I further understand that Delaware Nature Society retains the right to change its rules, policies, wages and benefits at any time, with or without advance notice.

The information I have provided on this application (and on the attached or previously submitted resume, if applicable) is accurate and complete to the best of my knowledge and subject to validation by Delaware Nature Society. Any withholding of information or making false or misleading statements or omission on this application may result in rejection of employment, or if employed, may result in termination of employment. Unless noted otherwise, I authorize the organizations, schools, or persons named in this application to give DNS any information it requests regarding my employment or academic history. I hereby release those organizations, schools, or persons from any liability for any damage whatsoever as a result of issuing this information.

In connection with my application for employment with Delaware Nature Society Inc, I hereby authorize and release from all liability, Delaware Nature Society, Inc. to contact my current and/or previous employers and other references provided by me, for the purposes of establishing and verifying information related to my dates of employment, reasons for termination of past employment, educational and professional credentials, skills, experience, abilities, work habits, character and other related information.

I understand and agree that Delaware Nature Society, Inc. will conduct a full background check and any employment is contingent on that check.

I understand that Delaware Nature Society, Inc will use any reference related information obtained by my current/previous employers and/or other references provided by me as well as the background check information for the sole purpose of determining employment.

In the event an offer of employment is made, the offer will be subject to my providing documentation proving identity and eligibility for employment in the United States as required by the Immigration Reform and Control Act of 1986 and a clear background check.

Intentionally providing misleading information on this form is grounds for immediate dismissal from DNS.

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Applicant Signature (typing or signing your name above constitutes a legal signature confirming that you acknowledge and agree to the above text)

Date

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Print Name (only required if you signed above)

Clicking the "Save to your Computer" button saves the form to your computer as a PDF file.
To send it to us, attach the PDF (and your resume if desired) to an email and send to Info@DelNature.org.

Office Use only

Date Received:

Reviewed by: