

Employment Application

Fort Worth Botanic Garden | Botanical Research Institute of Texas, (FWBG|BRIT)

Phone: 817-332-4441

Email: brithr@brit.org

*We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. **Please complete all fields** of the following application and return to BRIT Human Resources.*

Personal Information

| | | | |
|-------------------|--|--------|-----------|
| Name: | | Date: | |
| Address: | | City: | Zip Code: |
| Phone Number: | | Email: | |
| Position Desired: | | | |

Can you perform the essential functions of the position for which you are applying? **YES** **NO**

If no, please explain. (If you have any question as to what functions are applicable to the position for which you are applying, please ask the interviewer before you answer this question)

What date are you available to begin work? _____

Are you legally eligible to be employed in the United States? **YES** **NO** (Proof of identity and eligibility will be required upon employment)

Are you over the age of 18 years? **YES** **NO** (If no, you may be required to provide authorization to work.)

Have you ever done any volunteer work for our organization? **YES** **NO**

When are you available to work? Check all that apply:

DAYS **NIGHTS** **WEEKENDS** **FULL TIME** **PART TIME**

Education

| | | | | | |
|--------------------|--|----------------------|--|---------------------------------------|-----------------------------------|
| High School Name: | | # of Years Attended: | | Diploma ? <input type="checkbox"/> | GED ? <input type="checkbox"/> |
| Trade School Name: | | Certification: | | | |

Have you completed any special courses, seminars, or training and/or do you have any special experience directly related to the position for which you are applying which would enhance your ability to perform this position? **YES** **NO**

If yes, please describe:

Employment History

Include your last 3 employers, starting with the most recent and working backwards in time.

| Employer | Position | Start Date | End Date |
|----------|----------|------------|----------|
| | | | |
| | | | |
| | | | |

References

Give the names of three persons not related to you, professional preferred, whom you have known at least three (3) years.

| Name | Phone or Email | Relationship | Years Acquainted |
|------|----------------|--------------|------------------|
| | | | |
| | | | |
| | | | |

Referral

How did you hear about this position? (Check one or multiple)

- LinkedIn
 Indeed
 Facebook
 BRIT Careers Page
 Handshake
 Catholic Charities
 APGA
 FTW Hispanic Chamber of Commerce
 TCC
 Texas Workforce Commission
 Personal Referral
 Job Fair (specify) _____
 Other (specify) _____

If a current FWBG|BRIT employee referred you to this position, list their name here:

Please read carefully before signing:

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for FWBG|BRIT to hire me. If I am hired, I understand that either FWBG|BRIT or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of FWBG|BRIT has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to FWBG|BRIT true and complete information on this application. No requested information has been concealed. I authorize FWBG|BRIT to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date _____ Signature _____

THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE ABOVE