



Chicago Zoological Society

Chicago Zoological Society Brookfield Zoo

3300 Golf Road λ Brookfield, IL 60513
Phone: (708) 688-8400 λ Fax: (708) 688-8930

www.czs.org

APPLICATION FOR EMPLOYMENT

Welcome to Brookfield Zoo!

Thank you for applying for a position at Brookfield Zoo. Brookfield Zoo is a world-class organization that is dedicated to conservation in the broadest sense. We offer competitive pay and benefits, a fun, fast-paced work environment, and the opportunity to work with a dedicated, highly qualified staff of professionals.

The mission of the Chicago Zoological Society is to help people develop a sustainable and harmonious relationship with nature. In so doing, the Society provides for the recreation and education of people, the conservation of wildlife, and the discovery of biological knowledge.

The Society manages Brookfield Zoo for the Forest Preserve District of Cook County. Brookfield Zoo is a conservation center for the community and for its 2,000,000+ visitors each year. We work to inform people about the diversity of living animals and plants and their marvelous adaptations for life. Through our exhibits and other means, we illustrate the relationships among animals and plants in their natural habitats and how humans are interlinked with other living creatures and environments worldwide. We work to inspire people to adopt environmentally friendly lifestyles to develop a sustainable relationship with the natural world.

We work to assure each and every guest has a satisfying and memorable experience, and we strive for excellence in all aspects of service to our guests. We achieve this through:

Service excellence. We expect all employees to learn as much as they can about Brookfield Zoo and its operations so that they can provide the best possible service to co-workers and to zoo guests, providing helpful and informed responses to guest questions and directing guests to desired locations and 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 conduct all of our operations in as environmentally efficient, safe, and sustainable a manner as possible. In addition, we expect every 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. We expect each employee to demonstrate the caring attitude that we value as an institution. Each employee is expected to model the zoo values of cooperation, responsibility, and involvement. Each guest is to be greeted with a friendly smile and personal attention to their needs.

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 questions.
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 are interested in more than one current open position, to be considered, you will need to submit a separate application form and/or cover letter and resume for each position noting the requisition ID# in the subject line each time. The requisition ID# is available in our job postings.
7. If you have questions about a position, job duties, or employment opportunities at Brookfield Zoo, ask a Human Resources representative, 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 employer and considers applicants for all positions without regard to race, color, religion, gender, age, national origin, marital status, sexual orientation, disability, 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.

Employment History

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

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="radio"/> Yes <input type="radio"/> No <input type="radio"/> 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	

Personal Information

Name (As shown on your Social Security card)

Address Street City State Zip Code

Home Telephone

Work Telephone

Mobile/Cell Telephone

Pager

E-mail Address

What is the best time to call you at home? a.m.
p.m.

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.)

May we call you at work? If "Yes," what is the best time to call you at work?
 Yes No a.m.
p.m.

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 non-domesticated)?
 Yes No

Have you submitted an application here before? If "Yes," give date(s) and position(s).

Yes No

Have you ever worked for Brookfield Zoo before? If "yes," give date(s), job title(s), and locations.

Yes No

Job Interest and Availability

Position Applied For/Type of Position Desired

Type of Employment Desired Full-time Part-time Temporary Summer Season

Date Available to Begin Work

Desired Salary/Wage Rate

Do you have a valid Driver's License?

Yes No

Are you able to meet the attendance requirements of the job?

Yes No

Will you work overtime if required? Yes No

Will you travel if the job requires it? Yes No

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

Equal Opportunity/Affirmative Action Employer – M/F/V/D

Education

School Name/Location	Number of Years Completed	Diploma/Degree	Grade Point Avg.	Major

Other Qualifications and Skills

List any other skills, special training, licenses, certificates, certifications, etc. that may qualify you to perform the job-related functions of the position for which you are applying.

References

List names and telephone numbers of at least three business/work references who are not related to you.

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

Additional Information

List any professional, trade, business, or civic associations, any offices held, volunteer activities, etc., or any other additional information you would like us to review in considering your application for employment. Exclude information that would reveal race, color, religion, gender, national origin, citizenship, age, mental or physical disability, or any other similarly protected status.

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 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 resume, 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 the acceptance of this application does not constitute a contract of employment and that no representative of the Society, other than its President/CEO, 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 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.

Signature

Today's date