



## JOB APPLICATION

THE ORLEANS CONSERVATION TRUST IS AN EQUAL OPPORTUNITY EMPLOYER

The Orleans Conservation Trust (OCT) does not discriminate in hiring on the basis of race, color, religion, age, national origin, ancestry, sex, sexual orientation, physical or mental disability, marital status, veteran status, military service, genetic information, or other status protected by applicable law. No question on this application is intended to secure information about any protected status or to be used in a discriminatory manner. Any applicant who does not meet the minimum qualifications of the position(s) for which the applicant applies will not be considered for employment.

**PLEASE ANSWER EVERY QUESTION ACCURATELY AND COMPLETELY,  
EVEN IF YOU ARE ATTACHING A RESUME.**

**If you need assistance completing this application, it will be provided.**

Full Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ / \_\_\_\_\_  
Street City State Zip Code From/ To

Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Permanent Address, if different: \_\_\_\_\_ / \_\_\_\_\_  
Street City State Zip Code From/ To

Position Desired: \_\_\_\_\_

Date Available: \_\_\_\_\_ Days/Hours Available: \_\_\_\_\_

Person to contact in an emergency:

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_ Telephone: \_\_\_\_\_

I am applying for (please circle): Full Time Part Time  Temporary Seasonal

Are you legally authorized to work in the United States? Yes No

**Note:** All applicants hired by OCT will be required to present documentation, prior to starting work that verifies identity and authorization to work in the United States in accordance with the Immigration Reform and Control Act of 1986.

Are you or will you at any time be seeking visa sponsorship? Yes No

Are you 18 years of age or over? Yes No

### Education

|                             | Name and Location of School | Major Course of Study | Degree Earned | Circle last year completed |
|-----------------------------|-----------------------------|-----------------------|---------------|----------------------------|
| High School/<br>Preparatory |                             |                       |               | 1 2 3 4                    |
| Business/<br>Tech. School   |                             |                       |               | 1 2 3 4                    |
| College                     |                             |                       |               | 1 2 3 4                    |
| Graduate Work               |                             |                       |               | 1 2 3 4                    |

### Special Qualifications

**PLEASE INDICATE ANY SKILLS, LICENSES OR CERTIFICATIONS YOU BELIEVE ARE APPLICABLE TO THE POSITION FOR WHICH YOU ARE APPLYING:**

Computer \_\_\_\_\_

Ecology/plant ID \_\_\_\_\_

Other \_\_\_\_\_

### General Information

How were you referred to OCT? \_\_\_\_\_

Have you ever previously applied for a position at OCT? (If yes, please specify position (s) and date(s) of application.) Yes No

Have you ever worked here before? (If yes, please specify, department, position and dates) \_\_\_\_\_

Do you know anyone associated with OCT whom you would care to name as a reference? (If yes, please list) \_\_\_\_\_

Are you currently on layoff subject to recall? Yes No

Have you ever been discharged from a position? Yes No  
(If yes, please explain.)

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## Employment History

Record ALL work experience, including jobs held while attending school and/or military duty, for the last 5 years. You may include any work performed on a volunteer basis. Please provide all relevant information requested in this section, even if you are attaching a resume as part of this application. List most recent job first.

We may contact the employers listed below to obtain an employment reference, unless you indicate that you do not want us to contact them.

1) Organization Name: \_\_\_\_\_ Phone Number: (     ) \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer: Yes    No

2) Organization Name: \_\_\_\_\_ Phone Number: (     ) \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer: Yes    No

3) Organization Name: \_\_\_\_\_ Phone Number: (     ) \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer: Yes    No

If in any positions or schools your last name was different from the one you are now using, please indicate name(s)

and date(s): \_\_\_\_\_

PLEASE DO NOT RESPOND TO THE FOLLOWING QUESTION UNTIL AFTER YOU HAVE READ AND/OR DISCUSSED THE JOB DESCRIPTION OF THE POSITION(S) FOR WHICH YOU ARE APPLYING.

Do you believe that you would be able to perform the essential functions of the position(s) for which you are applying, with or without a reasonable accommodation? Yes                      No

### **Information for Applicants**

1. It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.
2. In connection with your application for employment, we may conduct an investigation regarding your character, employment, education, driving record, credit and criminal history prior to extending an offer of employment and at any time during your employment. Should we deny or terminate your employment wholly or in part on the basis of information contained in a consumer report supplied to us by a consumer reporting agency, we will supply to you the name and address of that agency.

### **Applicant's Certification and Agreement**

- I understand that the receipt of this application does not imply that I will be employed by the Orleans Conservation Trust.
- I understand that this application is current for 90 days. For consideration after that time, reapplication is required.
- I understand that if I am hired, I will be required to abide by the rules and policies of OCT.
- The information I have supplied on this application is true and complete. I understand that any false statement or significant omission by me in the application or application process may be grounds for denial of employment or for immediate dismissal if discovered at a later date.
- I hereby authorize the Orleans Conservation Trust to investigate the information I have furnished on this application, including consultation with all former employers and references listed above. I agree to release all individuals who supply references from any and all liability which may arise from furnishing that information to OCT; and I further understand that my employment is subject to acceptable responses from my educational, employment, and other references.
- I understand that any offer of employment, and continued employment, is conditioned upon the satisfactory completion of a background check, including but not limited to a criminal records check and a motor vehicle records check, as determined by the sole discretion of OCT. I further understand that any offer of employment may also be conditioned upon the satisfactory completion of a drug screen and pre-employment physical examination as determined by the sole discretion of OCT.
- I understand and agree that if I am employed by OCT such employment does not create a contract of employment between OCT and me. Accordingly, my employment is "at-will" and can be terminated with or without cause and without notice at any time either by me or at the discretion of OCT management. I understand that no representative of OCT, other than the President, has the authority to enter into any agreement with me contrary to the foregoing.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**This application can be emailed to [emigliore@orleansconservationtrust.org](mailto:emigliore@orleansconservationtrust.org), or mailed to P.O. Box 1078, East Orleans, MA, 02643.**