



APPLICATION FOR EMPLOYMENT

Date _____

PERSONAL INFORMATION

Name _____ <small>Last First Middle</small>	Social Security No _____
Present Address _____ <small>Street City State Zip</small>	
Phone Number () _____ Email _____ Referred by _____	

EMPLOYMENT DESIRED

What departments are you interested in? *(Please circle all that apply.)*
 1. Guest Services 2. Retail 3. Café 4. Education 5. Catering 6. Animal Care: Fish, Mammal or Insects 7. Administration
 8. Birthday Party Host 9. Maintenance 10. Management

Wage Desired _____ When can you start _____

Have you applied at the Aquarium before? Yes No

Why do you want to work for Long Island Aquarium?

AVAILABILITY *(List all days and times you are available to work.)*

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
_____	_____	_____	_____	_____	_____	_____
Seasonal	Part Time	Full Time	Minimum / Maximum Hours per Week			
_____	_____	_____	_____			

GENERAL INFORMATION

Subjects of Special Study/Research Work or Special Training/Skills:

U.S. Military or Naval Service _____ Rank _____

EDUCATION HISTORY

Name & Location of School	Years Attended	Did you Graduate?	Subjects Studied
High School			
College			
Trade/Business School			

CURRENT / FORMER EMPLOYERS (List last two employers, starting with most recent.)

Date / s	Name & Address of Employer	Wage	Position Held	Reason / s for Leaving
Month / Year From ___ / ___ To ___ / ___				
Month / Year From ___ / ___ To ___ / ___				

REFERENCES (Include the names of two people NOT related to you, whom you have known for at least one year.)

Name	Address	Business	Years Known

Have you ever been convicted of a crime in the last seven years from the date of this application? Yes No
 If "Yes", please briefly describe the crime, date, place of conviction (s), and the legal disposition of the case.

You are not obligated to disclose any convictions that by state law are exempt from disclosure when applying for the job which have been sealed, expunged, or statutorily eradicated; or which were judicially dismissed. You may omit any convictions for the possession of marijuana that are more than (2) years old and any information concerning a referral to, and participation in, any pre-trial or post-trial diversion program. Convictions will not necessarily disqualify you from obtaining employment.

Authorization:

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contain herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and then release the company for all liability for any damage that may result from utilization of such information. I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is writing and signed by authorized company representative. This waiver doesn't permit the release or use of disability-related or medical information in a manner prohibited by the American with Disabilities Act (ADA) and other relevant federal and state laws."

Signature _____ Date _____

Do Not Write Below This Line

Interviewed By: _____	Date: _____
Approved: _____	_____
Hiring Manager	General Manager

IS THIS THE RIGHT JOB FOR YOU?

Below are a few of the requirements that you are expected to meet if you decide to continue the application process:

HONESTY

This should go without saying in any job, but we list it first because it is our **#1 requirement** in dealing with guests, fellow employees, and the company. This is our #1 priority on reference checks. Honesty in our business means accurate cash handling, proper use of tools, and inventory controls. This also means that your friends and family do

not receive admission or food or merchandise, just as you would not expect free groceries from a friend who works in a grocery store.

DRUGS, ALCOHOL & TOBACCO

Every employee has daily contact with our guests. We feel that the use of drugs or alcohol is not conducive to good employer / employee or employee / guest relations. For this reason, we have a random drug testing program at our facility. By signing this application you agree to participate in this program. For your safety and the safety of fellow employees and our guests, we have a zero tolerance policy for drugs and alcohol. If you have specific questions about the drug policy, ask your manager. Coming to work under the influence of drugs or alcohol, or the use of drugs, alcohol in any manner particularly while on duty or around aquarium property is strictly forbidden and will result in immediate termination.

SCHEDULE

We expect you to work the days you are scheduled and to be on time. Tardiness and absenteeism are not acceptable. You should expect that due to the nature of our business, you will be required to work weekends, summer months, and holiday periods. If you are applying to the catering department, you will be required to work evenings.

APPEARANCE

All employees are expected to wear the required uniform for the area assigned and comply with all grooming standards. No other dress is acceptable. Personal hygiene is very important because of the close contact with our guests. Every Long Island Aquarium employee has daily contact with our guests. Excellent people skills and courtesy are required at all times.

These guidelines are not complete and will be reviewed in detail if you continue the application process. At the same time, realize that it is a responsibility of employment with Long Island Aquarium. If you feel comfortable working under these guidelines, please continue with the employment application. If your application passes our screening process and we can use your services; you will be contacted for an interview. Long Island is an Equal Opportunity Employer.

Signature of Applicant: _____

Please complete to the best of your ability.

1. I am always courteous, even to those people who are disagreeable.
 - Strongly Disagree
 - Disagree
 - Neither
 - Agree
 - Strongly Agree

2. I like working as a member of a team.
 - Strongly Disagree
 - Disagree
 - Neither
 - Agree
 - Strongly Agree

3. A customer purchased items in the gift shop totaling \$52.17. They paid with a \$100.00 bill. Please calculate the change.

4. I take pride in my appearance.

- Strongly Disagree
- Disagree
- Neither
- Agree
- Strongly Agree

5. It is easy for me to make conversation with people I do not know.

- Strongly Disagree
- Disagree
- Neither
- Agree
- Strongly Agree

6. A customer buys two tickets for \$23.50 each then adds four trays of fish food at \$3 a tray. Then they purchase a tour boat tickets for \$12 each. What is the total sale price?

7. I have reliable transportation to get me to work on time.

- Strongly Disagree
- Disagree
- Neither
- Agree
- Strongly Agree

8. I believe in "going the extra mile" in everything I do.

- Strongly Disagree
- Disagree
- Neither
- Agree
- Strongly Agree

9. A good salesperson lets a product sell itself.

- Strongly Disagree
- Disagree
- Neither
- Agree
- Strongly Agree

10. Place the following in alphabetical order:

1. Gregory, Marsha
 2. Greggory, Marietta
 3. Gregery, Marsha
 4. Gregory, Mary
- 3,1,2,4
 - 3,1,4,2
 - 2,3,1,4
 - 3,2,1,4

11. If you observed another employee stealing, would you:

- Tell them to not do it again.
- Tell a manager.
- Not get involved.