



## APPLICATION FOR EMPLOYMENT

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*Phipps Conservatory and Botanical Gardens is an equal opportunity employer and makes employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age, disability, or other protected classification. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. If you need an accommodation in completing this application, please notify the Human Resources Department.*

POSITION APPLIED FOR: \_\_\_\_\_

NAME: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

DATE YOU ARE AVAILABLE TO START WORK: \_\_\_\_\_

ARE YOU AVAILABLE FOR OVERTIME WORK? \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A CRIME? (**Do Not Include Juvenile Adjudications or Summary Offenses**): \_\_\_\_\_

IF YOU HAVE BEEN CONVICTED OF A CRIME, PLEASE EXPLAIN:

\_\_\_\_\_

(Note: In accordance with Pennsylvania law, felony and misdemeanor convictions will be considered by Phipps Conservatory and Botanical Gardens **only** to the extent to which they relate to the applicant's suitability for employment in the position for which he/she has applied.)

WILL YOU AT LEAST 16 YEARS OF AGE BY JUNE 18, 2020? \_\_\_\_\_

DATE OF BIRTH (IF UNDER 18 YEARS OF AGE): \_\_\_\_\_

ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES? \_\_\_\_\_

PLEASE PROVIDE ALL EMPLOYMENT INFORMATION FOR YOUR PAST THREE EMPLOYERS (IF APPLICABLE), STARTING WITH THE MOST RECENT:

EMPLOYER: \_\_\_\_\_

POSITION/S HELD: \_\_\_\_\_

DATES OF EMPLOYMENT: \_\_\_\_\_

DESCRIPTION OF RESPONSIBILITIES:

\_\_\_\_\_  
\_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

POSITION/S HELD: \_\_\_\_\_

DATES OF EMPLOYMENT: \_\_\_\_\_

DESCRIPTION OF RESPONSIBILITIES:

\_\_\_\_\_  
\_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

POSITION/S HELD: \_\_\_\_\_

DATES OF EMPLOYMENT: \_\_\_\_\_

DESCRIPTION OF RESPONSIBILITIES:

\_\_\_\_\_  
\_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

**EDUCATION**

HIGH SCHOOL: \_\_\_\_\_

GRADE COMPLETED (AS OF JUNE 2020): \_\_\_\_\_

OTHER EDUCATION, TRADE SCHOOL, COLLEGE CREDIT, ETC. (IF APPLICABLE):  
\_\_\_\_\_

Describe your high school extracurricular activities (including sports, clubs, or organizations in which you are, or have been, involved):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe any volunteer, leadership or community activities you participate or have participated in:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe any special skills you may have or awards you have won:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe any hobbies or special interests:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe your interest in the environment and nature:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How did you hear about this opportunity?

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Do you receive a free or reduced-cost lunch?            Yes        No

Does your parent or guardian qualify for Assistance Programs (e.g. SNAP or TANF)?    Yes        No

Does your household income correspond with the table below?            Yes        No

**Table 1: Income Eligibility Guidelines for High School Summer Internship 2020**

<b>HOUSEHOLD SIZE</b>	<b>ANNUAL INCOME (BEFORE DEDUCTIONS)</b>
1	< \$23,107
2	< \$31,284
3	< \$39,461
4	< \$47,638
5	< \$55,815
6	< \$63,992
7	< \$72,169
8	< \$80,346
For each add'l family member, add	\$8,177

Income eligibility set using TANF and USDA Food and Nutrition Service guidelines

<https://www.fns.usda.gov/cnp/fr-032019>

<https://www.alleghenycounty.us/Human-Services/Programs-Services/Basic-Needs/County-Assistance-Offices.aspx>

**APPLICANT AUTHORIZATION AND RELEASE:**

I, the undersigned applicant, hereby authorize Phipps Conservatory and Botanical Gardens, either directly or by a third-party vendor, to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references.

I understand that any intentional misrepresentation or material omission made by me on this application may constitute grounds for rescission of a job offer or immediate termination of employment if I am employed, without notice, whenever it may be discovered.

If I become employed by Phipps Conservatory and Botanical Gardens, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or Phipps Conservatory and Botanical Gardens can terminate the relationship at will, with or without cause or notice, at any time, so long as there is no violation of applicable federal, state, or local law.

I also understand that, if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I have read and fully understand the foregoing statements and I seek employment under these conditions.

**APPLICANT SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Please remember to submit the following with this form:**

- Brief essay (150-word minimum) detailing why you are interested in becoming an intern at Phipps
- Letter of reference from an adult non-relative who can speak about your motivation to work and learn

**Submit materials to:** By email at [ejohns@phipps.conservatory.org](mailto:ejohns@phipps.conservatory.org)

or by mail at:

**Emily Johns, High School Program Coordinator  
Phipps Conservatory and Botanical Gardens  
One Schenley Park, Pittsburgh, PA 15213**