



# JOB APPLICATION

THE MASSACHUSETTS AUDUBON SOCIETY IS AN EQUAL OPPORTUNITY EMPLOYER

The Massachusetts Audubon Society (Mass Audubon) is committed to a policy of nondiscrimination and equal opportunity for all employees and qualified applicant without regard to race, color, religious creed, protected genetic information, national origin, ancestry, sex, pregnancy or a condition related to pregnancy, age, physical or mental disability, veteran's status, military service, application for military service, sexual orientation, gender identity, or any other status protected by applicable federal, state, or local 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.

*Mass Audubon does not require applicants to disclose prior salary history on this job application or at any time during the hiring process. In addition, Mass Audubon will not take any adverse employment action against any applicant for not sharing prior salary history with Mass Audubon during the hiring process. However, please understand that neither state nor federal law prohibits you from voluntarily disclosing your prior salary history or from providing your salary expectations.*

If you wish to request a reasonable accommodation to complete this application, interview for the position, or otherwise participate in the hiring process, please notify the Human Resources Department at [[careers@massaudubon.org](mailto:careers@massaudubon.org)]. We will consider all such requests on a case-by-case basis and in accordance with applicable law.

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

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

Address: \_\_\_\_\_  
Street City State Zip Code

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

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

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

I am applying for: Full Time  Part Time  Temporary  Seasonal

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

**Note:** All applicants hired by Mass Audubon 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	Check last year completed
High School/ Preparatory				1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>
Business/ Tech. School				1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>
College				1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>
Graduate Work				1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>

### Special Qualifications

Please Indicate Any Skills, Licenses Or Certifications You Believe Are Applicable To The Position For Which You Are Applying:

Computer \_\_\_\_\_

Language(s) \_\_\_\_\_

Other \_\_\_\_\_

### General Information

How did you become aware of the position at Mass Audubon? \_\_\_\_\_

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

\_\_\_\_\_

Have you ever worked here before? Yes  No  (If yes, please specify, department, position and dates) \_\_\_\_\_

\_\_\_\_\_

Do you know anyone at Mass Audubon whom you would care to name as a reference? Yes  No  (If yes, please list)

\_\_\_\_\_

Do you have any relative(s) who currently work for Mass Audubon? Yes  No  (If yes, please list)

\_\_\_\_\_

## Employment History

Record ALL work experience, including jobs held while attending school and/or military duty, for the last 15 years. You may include any work performed on a volunteer basis, but you do not need to include organizational names that indicate possible membership in a protected class such as race, color, religious creed, protected genetic information, national origin, ancestry, sex, pregnancy or a condition related to pregnancy, age, physical or mental disability, veteran's status, military service, application for military service, sexual orientation, gender identity, or any other status protected by applicable federal, state, or local law. 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.

1) Organization Name: \_\_\_\_\_ Phone Number: (    ) \_\_\_\_\_  
Address: \_\_\_\_\_  
Position: \_\_\_\_\_ Start date: \_\_\_\_\_ End date: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

2) Organization Name: \_\_\_\_\_ Phone Number: (    ) \_\_\_\_\_  
Address: \_\_\_\_\_  
Position: \_\_\_\_\_ Start date: \_\_\_\_\_ End date: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

3) Organization Name: \_\_\_\_\_ Phone Number: (    ) \_\_\_\_\_  
Address: \_\_\_\_\_  
Position: \_\_\_\_\_ Start date: \_\_\_\_\_ End date: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

4) Organization Name: \_\_\_\_\_ Phone Number: (    ) \_\_\_\_\_  
Address: \_\_\_\_\_  
Position: \_\_\_\_\_ Start date: \_\_\_\_\_ End date: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

## 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 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 or submission of this application does not imply that I will be employed by Mass Audubon.

I understand that this application is current for 90 days. For consideration after that time, reapplication is required.

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, regardless of when or how discovered, may be grounds for denial of employment or for immediate dismissal if discovered at a later date.

I hereby authorize Mass Audubon to investigate the information I have furnished on this application, including references provided. I agree to release all individuals who supply references from any and all liability, which may arise from furnishing that information to Mass Audubon; 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 in the sole discretion of Mass Audubon

I understand and agree that if I am employed by Mass Audubon such employment does not create a contract of employment between Mass Audubon and me. Accordingly, my employment is "at-will" and can be terminated for any reason or no reason and without notice at any time either by me or at the discretion of Mass Audubon management. I understand that no representative of Mass Audubon, other than the President, has the authority to enter into any agreement with me contrary to the foregoing.

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