



SHELBURNE FARMS

Application for Employment

PLEASE PRINT, except for signature line. No action can be taken unless all questions are answered fully and accurately. All information on this application will be held in strict confidence.

Name _____
(Last) (First) (Middle Initial)

Address _____
(No.) (Street) (City) (State) (Zip)

Email _____ Telephone Number _____

Shelburne Farms is required by law to verify your employment eligibility. Proof of eligibility will be required before employment may commence.

Position(s) applied for *(be specific)* _____
(If you enter "anything available," your application is less likely to be considered See our website for current job openings).

Do you want a position that is: Full time _____ Part time _____ Temporary _____

If temporary/part-time, please specify time available: _____

Are you available to work: Days _____ Evenings _____ Or both _____? Weekends _____?

Are there currently any limitations on your availability to work during the hours of 6:00 am to midnight? Yes _____ No _____ If yes, please explain: _____

Have you ever worked for Shelburne Farms in the past? Yes _____ No _____ If yes, in what capacity? _____

AN EQUAL OPPORTUNITY EMPLOYER

Shelburne Farms provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientations, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.

EDUCATION

Circle highest grade completed: High School 9 10 11 12; College 1 2 3 4

High School Name: _____ City: _____ State: _____

GED, if applicable: Yes _____ No _____

College or Vocational School: List course of study, number of years attended and graduation status:

Other courses or training: _____

EMPLOYMENT RECORD

Please complete this section even if you enclose a resume. List employers in consecutive order stating with current or last employer. Account for all periods of time including military service and any periods of unemployment. If self-employed, give company name and supply business references.

Company _____ Address _____

Telephone No. _____ Supervisor's Name/Title _____

Position Held _____ Employed from _____ to _____

Reason for leaving _____

May we contact this employer: Yes _____ No _____ If not, why not? _____

Company _____ Address _____

Telephone No. _____ Supervisor's Name/Title _____

Position Held _____ Employed from _____ to _____

Reason for leaving _____

May we contact this employer: Yes _____ No _____ If not, why not? _____

Company _____ Address _____

Telephone No. _____ Supervisor's Name/Title _____

Position Held _____ Employed from _____ to _____

Reason for leaving _____

May we contact this employer: Yes _____ No _____ If not, why not? _____

Company _____ Address _____

Telephone No. _____ Supervisor's Name/Title _____

Position Held _____ Employed from _____ to _____

Reason for leaving _____

May we contact this employer: Yes _____ No _____ If not, why not? _____

REFERENCES

References may be personal or professional. Please do not list relatives.

Name _____

Address _____

Telephone No. _____

Years Acquainted _____

Please check: Professional _____ Personal _____

How do you know this individual? _____

Name _____

Address _____

Telephone No. _____

Years Acquainted _____

Please check: Professional _____ Personal _____

How do you know this individual? _____

Name _____

Address _____

Telephone No. _____

Years Acquainted _____

Please check: Professional _____ Personal _____

How do you know this individual? _____

Name _____

Address _____

Telephone No. _____

Years Acquainted _____

Please check: Professional _____ Personal _____

How do you know this individual? _____

ADDITIONAL SKILLS

Please list any special skills, qualifications or experience.

———— PLEASE READ OTHER SIDE CAREFULLY ————

APPLICANT'S CERTIFICATION, AUTHORIZATION *and* RELEASE

I understand that my receipt and submission of this application does not imply that I will be employed by Shelburne Farms. All employment at Shelburne Farms is at-will.

I authorize all persons, schools, employers and organizations mentioned in this application to provide Shelburne Farms and/or its representatives with any and all information requested by Shelburne Farms. The Shelburne Farms representative may ask any questions which she or he considers important to the hiring decision, including questions about my personal background, education, work experience, character and personality. I voluntarily release such persons, schools, employers and organizations from all liability for providing such information.

I affirm that I have supplied complete and correct information to the questions on this application and that I have withheld nothing that would, if disclosed, affect this application adversely. I understand that any omissions or falsifications may adversely affect my eligibility for employment with Shelburne Farms or will be cause for dismissal if employment has commenced.

Signature _____ Date _____

Thanks very much for applying for a position at Shelburne Farms – we greatly appreciate your interest. Please know that we receive hundreds of applications each season. If appropriate, we will be contacting you for an interview, but please understand that it is not always possible to do additional follow-up. If you do not hear from us, you may want to check our website from time to time for additional job postings: www.shelburnefarms.org



SHELBURNE FARMS

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Shelburne Farms is a 1,400-acre working farm, national historic site and environmental education center. The mission of Shelburne Farms is to cultivate a conservation ethic in students, teachers, and the general public by teaching and demonstrating the stewardship of natural and agricultural resources.