



employment application

A complete application consists of this completed form, and your current resume. Information found on your resume need not be duplicated here. Please type or print legibly. Mail, fax, or email completed form and resume to: Tree Frog Treks, 2112 Hayes Street, San Francisco, CA 94117, email - info@treefrogtreks.com, fax - 415.876.3728.

applicant information

Application for: <input type="checkbox"/> Lead Teacher <input type="checkbox"/> Assistant Teacher <input type="checkbox"/> Other (please specify)				<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time			
Today's Date / /		Date of Birth (MM/DD/YY) / /		Social Security Number - -			
Full Name (as it appears on your driver's license)							
		First		Middle		Last	
		Suffix					
Current address							
		Street		City		State Zip	
Permanent address							
		Street		City		State Zip	
Email address							
Home # () -		Cell # () -		Other # () -			
Are you currently authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No				Are you a: <input type="checkbox"/> US Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Other			
Please indicate your hours and days of availability below:							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
A.M.							
P.M.							

education & certifications

	Name of School	City, State	Year of Completion	Major / Degree
High School				
Undergraduate				
Graduate School				
Safety & First Aid	<input type="checkbox"/> None <input type="checkbox"/> First Aid/ CPR <input type="checkbox"/> WOOFR <input type="checkbox"/> EMT			

professional experience

Current or most recent employer	Supervisor	Employment dates
	Name	From
	Phone # () -	To
Briefly describe your title and duties:		
Briefly describe any experience in science or outdoor education:		
Briefly describe any experience in animal handling, particularly reptiles and amphibians:		
Briefly describe any experience in teaching and/or supervising children, particularly ages 4-12:		

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Because Tree Frog Treks LLC is a youth education program, in which our employees work extensively with and provide care for minors, it is necessary for us to ask for information about your criminal record (if any) and verify this information with corresponding authorities. Conviction is not an automatic bar to employment. Each case is reviewed on the basis of job relatedness. See also the note at the bottom of the page.

criminal record

Have you ever been convicted of a crime, other than traffic violations? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain nature and location of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation:

Because Tree Frog Treks LLC is a mobile education program, in which our employees regularly work offsite at locations around the San Francisco Bay Area, and because Tree Frog Treks LLC offers its own vehicles for program use, it is necessary for us to ask for information about your driving record.

driving record

Do you have your own car or a car available for program use? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Driver's license number	State of issue	Expiration date
Have you had any vehicle accidents during the past three years in which you were at fault? <input type="checkbox"/> No <input type="checkbox"/> Yes If so, describe the causes, damages, and any injuries to yourself or others:		
Have you had any moving violations (speeding tickets, etc.) during the past three years? <input type="checkbox"/> No <input type="checkbox"/> Yes If so, describe the dates, nature and locations of the moving violations:		

references

List two professional references, people with whom you have worked, preferably present or former supervisors.	
Name	Name
Relationship	Relationship
Position	Position
Employer	Employer
Phone	Phone

consent & agreement

In consideration of my prospective employment by Tree Frog Treks LLC. (hereinafter called "TFT"): I recognize that any offer of employment to me by TFT is conditional upon my successfully passing reference and background screenings. I understand that TFT shall conduct Pre-Employment Reference and Background Checks thoroughly and within the confines of all applicable state and federal laws. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby voluntarily consent to and authorize TFT, or its authorized representative bearing this release or copy thereof, in connection with my application for employment with TFT, to obtain a consumer report (no credit check will be performed) for employment purposes including:	
Criminal History Department of Motor Vehicle History Certification and Licensing	Employment Eligibility (Social Security Number Check) Employment Checks Reference Checks
In consideration of TFT's review of my application for employment, I hereby release any individual, entity, and TFT from all claims or liabilities that might arise from the inquiry into or disclosure of such information, including claims under any federal, state, or local civil rights law and any claims for defamation or invasion of privacy.	
Signature	Date

Note: State and Federal laws require employers to perform criminal and driving background checks on their employees and volunteers who work with minors. Tree Frog Treks LLC use of background check information is regulated by law. You can obtain information about relevant laws from the Office of the Attorney General of CA. (California Penal Code §§11105, 13300)

Tree Frog Treks LLC is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, gender, sexual orientation, national origin, citizenship, age or disability. We welcome and encourage diversity in our workforce.