



Job Application

SEASONAL VISITOR SERVICES REPRESENTATIVES

Closing Date: May 24th or until positions are filled.

CONTACT INFORMATION

Name: _____ Email: _____

Address: _____ City _____ State _____ Zip _____

Cell Phone: _____ Training Session (pick one to attend) MARCH MAY JUNE

PERSONAL INFORMATION

- High school diploma required. What is your highest level of education?

High School: _____ Year graduated: _____

College: _____ Student or Graduate (circle one) /Year graduated: _____

- Can you, after employment, submit proof of your legal right to work in the United States?
(i.e., driver's license, state/school issued id card, passport, birth certificate, and/or social security card)
YES or NO

- Veteran's Preference: If you are a veteran and would like to receive Veteran's preference in accordance with MN

WORK EXPERIENCE (Please attach resume if desired.)

Name of Organization: _____ Title of position held: _____

Address: _____

Dates worked: _____ Hours worked per week: _____ Hourly rate: _____

Name of Supervisor: _____ May we contact this employee? Yes or No

Supervisor phone: _____ Email : _____

Duties: _____

Reason for Leaving: _____

WORK EXPERIENCE

Name of Organization: _____ Title of Position Held: _____

Address: _____

Dates worked: _____ Hours worked per week: _____ Hourly rate: _____

Name of Supervisor: _____ May we contact this employee? Yes or No

Supervisor phone: _____ Email : _____

Duties: _____

Reason for Leaving: _____

WORK SCHEDULES - Como Park Zoo and Conservatory is open 365 days a year. Applicants must be available a minimum of **four days per week including at least one weekend day and holidays** . Shifts are scheduled between 9:30 am – 6:30 pm and some evening events. Please indicate days and times you are available to work:

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Start:	Start:	Start:	Start:	Start:	Start:	Start:
End:	End:	End:	End:	End:	End:	End:

First Date Available to work for season: _____

Last Date Available to work for season (preference given to applicants available through Labor Day): _____

Pick ONE training session*: **February 24-27 & March 1** **May 19-23** **JUNE 9-13**

* Must be available 9:00 am– 6:30 pm on the first four training dates. Last training session is from noon– 9:00 pm.

REFERENCES— One professional reference

• Name: _____

Phone: _____ Email : _____

How long have you known this person and in what capacity:

SUPPLEMENTAL QUESTIONNAIRE - Required

1. Why are you interested in working at the Como Park Zoo and Conservatory?
2. What would you do if you came across an unaccompanied, crying child while working in the Zoo?
3. What will you do to ensure all our visitors have a memorable experience?

SUBMITTAL OPTIONS - Cover letter and resume optional.

1. Mail this completed application to: Como Park Zoo and Conservatory, 1225 Estabrook Drive, St. Paul, Minnesota 55103, Attn: Visitor Services Manager
2. Hand deliver this completed application to the Visitor Services Desk in the Visitor Center Building during public hours: 10:00 am-4:00 pm (before April 1); 10:00 am-6:00 pm (after April 1).
3. Email to ComoVisitorServices@ci.stpaul.mn.us
4. Be sure to indicate which training session fits into your schedule. After training is complete, regular shifts will be scheduled. Only applicants with at least one weekend day availability will be considered.

An Affirmative Action Equal Opportunity Employer

The City of Saint Paul, Como Park Zoo and Conservatory is an Equal Opportunity/Affirmative Action Employer. Women, persons of color, members of the LGBT community and individuals with disabilities are strongly encouraged to apply.