



# Job Application

## ZOO & CONSERVATORY ATTENDANTS

### CONTACT INFORMATION

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Cell Phone: \_\_\_\_\_

### PERSONAL INFORMATION

- Must be at least 17 years old. 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/Volunteer /School 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/Volunteer/School 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/end time varies. 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:** \_\_\_\_\_

**REFERENCES**— One 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. How will you ensure all our visitors have a memorable experience?

**SUBMITTAL OPTIONS and general position information** - 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
3. Email to [ComoVisitorServices@ci.stpaul.mn.us](mailto:ComoVisitorServices@ci.stpaul.mn.us). These are hourly positions with a maximum of 1040 hours per calendar year. One hour of Safe & Sick times is earned for every hour worked.
4. Three-day training dates will be determined based on available start date. All training is paid.
5. After training is complete, regular shifts will be scheduled. Only applicants with at least one weekend day availability will be considered.
6. Hourly rate is \$17.00.

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.