



Sequoia Parks Conservancy Employment Application

Sequoia Parks Conservancy is an Equal Opportunity Employer and considers all applicants without regard to protected status. By applying, you are joining a mission-driven team dedicated to creating lasting impact. If you require reasonable accommodation for the application or interview process, please contact our Human Resources department.

Sequoia Parks Conservancy will consider qualified applicants, including those with criminal histories, in a manner consistent with state and local "Fair Chance" laws.

* Indicates required question

Email *

Name *

First and last name

Full Address *

Phone number *

Which position(s) are you interested in? *

Check all that apply.

- ☐ Park Store Associate
- ☐ Naturalist
- ☐ Assistant Cave Manager
- ☐ Crystal Cave Manager
- ☐ Other: _____

How did you hear about us? *

Check all that apply.

- ☐ Conservancy Website
- ☐ Conservancy Employee
- ☐ Social Media
- ☐ Park Service Employee
- ☐ Coolworks Ad
- ☐ Other: _____

In a brief paragraph, please tell us why you want to work at Sequoia Parks Conservancy and what specifically interests you about this position. *

Please provide the information requested below regarding your availability for the 2026 season. Longer availability increases hiring chances.

Have you worked for us or previously submitted an application? *

Mark only one oval.

☐ Yes

☐ No

If yes, when?

Availability for Seasonal Employment:

Please indicate the first date you are available to begin training and the final date you are able to work before your seasonal departure (e.g., returning to school or another commitment).

What is the earliest date you can start working? *

Example: January 7, 2019

What is the latest date you would be available? *

Example: January 7, 2019

Are you applying for: *

Check all that apply.

- ☐ Part-time (less than 30 hours per week)
- ☐ Full-time (30+ hours per week)

General Information

Can you, upon employment, submit verification of your legal right to work in the U.S.?

*

Mark only one oval.

☐ Yes

☐ No

Are you at least 18 years old? *

Mark only one oval.

☐ Yes

☐ No

Most positions require employees to commute to work. If hired, would you have a reliable means of transportation to and from work? *

Mark only one oval.

☐ Yes

☐ No

Some seasonal positions have park housing available. Do you want to be considered for park housing?

*

Mark only one oval.

☐ Yes

☐ No

Are you able to perform the essential job functions of the job for which you are applying with or without reasonable accommodation?

*

Mark only one oval.

☐ Yes

☐ No

Note: We comply with the Americans with Disabilities Act and consider reasonable accommodation measures that may be necessary for qualified applicants/employees to perform essential job functions.

Employment Experience

List your employment experience for the past 5 years. List the names of your present or previous employers in chronological order with present or most recent employer listed first. Be sure to account for breaks in periods of employment.

Please attach an additional sheet if more space is required.

Name of Employer *

May we contact? *

Mark only one oval.

☐ Yes

☐ No

Company Address *

Supervisor's Name and Contact Information *

Your Title *

Dates Worked *

Reason for Leaving *

Brief description of duties *

Name of Employer

May we contact?

Mark only one oval.

☐ Yes

☐ No

Company Address

Supervisor's Name and Contact Information

Your Title

Dates Worked

Reason for Leaving

Brief description of duties

Name of Employer

May we contact?

Mark only one oval.

☐ Yes

☐ No

Company Address

Supervisor's Name and Contact Information

Your Title

Dates Worked

Reason for Leaving

Brief description of duties

Have you ever been involuntarily terminated or asked to resign from any job? *

Mark only one oval.

☐ Yes

☐ No

If yes, please explain

Explain any gaps in your employment history

List any other experience, job-related skills, or other qualifications that you believe should be considered

References

Please list 3 business and 3 personal references who are not related to you.
Please include: Name and Title, Relationship or years acquainted, and phone number or email address.

Business or Professional References *

Personal References *

Applicant Statement and Agreement

Read and accept each paragraph below. Ask if there is anything that you do not understand.

I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the prior employers and references I have listed to disclose to the company any and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers, and all other persons, corporations, partnerships, and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. *

Mark only one oval.

☐ Yes

☐ No

I understand any job offer made to me will be made in writing and must be signed * by the executive director of SPC or appointee.

Mark only one oval.

☐ Yes

☐ No

In the event of my employment with the company, I understand that I am required * to comply with all policies, procedures, and requirements established by SPC and the National Park Service (NPS) and the Army Corps of Engineers (ACE). I understand soliciting Conservancy memberships from park visitors is a job requirement.

Mark only one oval.

☐ Yes

☐ No

If hired, I understand and agree that my employment with the company is at-will and that neither I nor the company is required to continue the employment relationship for any specific term. I further understand that the company or I may terminate the employment relationship at any time, with or without cause, and with or without notice. I understand that the at-will status of my employment cannot be amended, modified, or altered in any way by any oral modifications. *

Mark only one oval.

☐ Yes

☐ No

If applicable, I agree to vacate employee housing immediately upon termination of employment. *

Mark only one oval.

☐ Yes

☐ No

I understand that the safety of employees is extremely important to the company and that the company is committed to ensuring a safe working environment. I understand that I, and every employee, have a responsibility to prevent accidents and injuries by observing all safety procedures and guidelines and following the directions of my site supervisor. I understand and agree to comply with federal, state, and local regulations related to on-the-job safety and health. *

Mark only one oval.

☐ Yes

☐ No

I hereby certify that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery. *

Mark only one oval.

☐ Yes

☐ No

I understand that if I am selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration law requires me to complete an I-9 Form in this regard. *

Mark only one oval.

☐ Yes

☐ No

PRIVACY NOTICE

NOTICE TO APPLICANTS/EMPLOYEES

Sequoia Parks Conservancy

Please take notice that Sequoia Parks Conservancy (the Company) collects certain personal information about you. This notice describes the categories of personal information the Company collects and the purposes for which they are used in accordance with the California's California Consumer Privacy Act (CCPA) and California Privacy Rights Act (CPRA).

The law provides California applicants and employees with certain rights with respect to the personal information collected from them, including the rights:

- To delete personal information.
- To correct inaccurate personal information.
- To access personal information.
- To know what personal information is sold or shared and to whom.
- To opt out of selling or sharing of personal information.
- To limit use and disclosure of sensitive personal information.
- Not to be discriminated or retaliated against for exercising rights under the law.

The personal and sensitive personal information that we are collecting. We are collecting the following information:

- Identifiers, such as name, government-issued identifier (e.g., Social Security number (SSN)) and unique identifiers (e.g., employee ID);
- Personal information, such as real name, signature, SSN, physical characteristics or description, address, telephone number, passport number, driver's license or state identification card number, federal identification authorizing work in the United States, access and/or passcodes, insurance policy number, education, employment, employment history, bank account number, other financial information, medical information or health insurance information;
- Characteristics of protected classifications under California or federal law, such as age, marital status, gender, sex, race, color, disability, citizenship, primary language, immigration status, military/veteran status, disability, request for leave and medical conditions;
- Commercial information, such as transaction information and purchase history (e.g., in connection with expense reimbursements [or purchases from the Company]);
- Internet or network activity information, such as browsing history and interactions with our online systems and websites and any personal information that you provide while accessing the Company's computer systems, such as personal credit card information and passwords;
- Geolocation data, such as device location from using the Company's devices;
- Biometric information from connecting to the Company's secured access points;
- Audio, electronic, visual, and similar information;
- Professional or employment-related information, such as work history, prior employers, data submitted in job applications, professional licenses, degrees, background checks, performance and disciplinary records, compensation, benefits and leaves of absence information;
- Non-public education information;
- Inferences drawn from any of the personal and sensitive personal information listed above to create a profile or summary about, for example, an individual's preferences and characteristics; and
- Other.

Where we get your information from. The Company collects information about you from the following sources:

- You;
- Prior employers, references, recruiters and job-related social media platforms;
- Third-party sources of demographic information;
- Third-party companies, such as background check companies, drug testing facilities, licensing and credentialing organizations; and
- Claim administrators and investigators.

Depending on the Company's interactions with you, we may or may not collect all of the information identified about you.

How your personal and sensitive personal information is used. We may use personal and sensitive personal information for the following purposes:

- Recruiting and retaining employees.
- Collecting and processing employment applications, including confirming eligibility for employment, background and related checks, and onboarding.
- Employee benefit plan and program administration.
- Leave of absence administration.
- Compensation administration and compliance, including payroll, bonuses, reimbursements, etc.
- Maintaining personnel records and complying with record retention requirements.
- Communicating with employees and/or employees' emergency contacts and plan beneficiaries.
- Facilitating and administering the use of the company's property and resources, including the company's information systems, electronic devices, network and data, and preventing unauthorized access of such.
- Workplace health and safety compliance.
- Ensuring employee productivity and adherence to the policies.
- Investigating complaints, grievances and suspected violations of policy.
- Complying with applicable state and federal laws, including labor, employment, tax, benefits, workers compensation, disability, equal employment opportunity, workplace safety and related laws.
- Exercising and defending legal claims.

We may or may not have used personal and sensitive personal information about you for each of the above purposes.

Selling or sharing of personal information.

For purposes of the CCPA/CPRA, the Company does not sell or share the personal information or sensitive personal information of job applicants or employees.

Data retention.

The Company retains the information it receives about you for a period of 3 years after termination, unless a shorter or longer period is required by California or federal law.

For inquiries and/or to submit requests for information, deletion or correction.

Please contact either: (1) HR Manager, HR@sequoiaparks.org, 47060 Generals Hwy Unit 10 Three Rivers, CA 93271 for inquiries about the Company's privacy policy, or to submit your requests for information, deletion or correction.

You can review the Company's privacy policy at the following address: <https://sequoiaparksconservancy.org/privacy-policy/>

Applicant Signature:

I certify that all information in this application is accurate. My signature attests to the fact that I have read, understand, and agree to all of the above terms.

*

Signature

Date

AN EQUAL OPPORTUNITY EMPLOYER - Sequoia Parks Conservancy, a non-profit, is an equal opportunity employer. We do not and will not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, gender identity or expression, genetic information, age, disability, marital status, or veteran's status. Information provided on this application will not be used for any discriminatory purpose.