

# APPLICATION FOR PUBLIC HORTICULTURE INTERNSHIP



4100 Illinois Route 53  
Lisle, IL 60532-1293

Last Name \_\_\_\_\_ First \_\_\_\_\_  
School/ Present  
Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Current Telephone ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Permanent Address/Phone (if different)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Are you a United States citizen or legally authorized for employment in this country?  yes  no  
Proof of identity and authorization to work in the United States will be required in accordance with federal law. The Arboretum is unable to accept international students at this time.

## REFERENCES: (Name, address and phone number of three references not related to you)

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## CERTIFICATION AND ACKNOWLEDGMENT

I certify that the information provided in this application is true, correct and complete.

I understand and agree that misrepresentation or falsification of any information provided in my application, interview(s) or findings from background checks may result in withdrawal of any employment offer or in my immediate dismissal. I further understand that employment is conditional upon successful completion of a post-offer, pre-employment drug screen.

I authorize The Morton Arboretum to investigate any and all matters contained in this application. I also authorize any previous employer or educational institution to release to The Morton Arboretum any and all information concerning my past work history and education, to be used in consideration of my application.

I understand that neither this document nor acceptance of an offer of employment creates a contractual obligation upon The Morton Arboretum to continue to employ me for any specified length of time, and that I or The Morton Arboretum may terminate the employment relationship at any time.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

**The Morton Arboretum is an equal opportunity employer. We consider applicants for all positions without regard to race, sex, age, color, religion, national origin, veteran status, the presence of a medical condition or disability unrelated to the ability to perform with or without a reasonable accommodation, or any other legally protected status under applicable law. The Human Resources office will make reasonable accommodation for applicants requesting special needs assistance.**

**(Please complete the next page of this application form)**

**EDUCATION**

High School \_\_\_\_\_ City/State \_\_\_\_\_ Graduated  yes  no

College/University \_\_\_\_\_ City/State \_\_\_\_\_

Number of years attended \_\_\_\_\_ Graduated  yes  no Degree \_\_\_\_\_

Trade/Graduate/Professional School \_\_\_\_\_ City/State \_\_\_\_\_

Number of years attended \_\_\_\_\_ Certificate/Degree \_\_\_\_\_

Please describe any honors received, specialized training, apprenticeship, internships, skills and any additional information you feel may be helpful in considering your application:

**EMPLOYMENT EXPERIENCE**

Start with your present or last job and list each job held. Include military service assignments. If you include volunteer activities, you may exclude groups that indicate race, color, religion, sex, national origin, disability, or other protected status.

1. Employer \_\_\_\_\_ Dates From/To \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_

May we contact this employer?  yes  no Telephone \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

2. Employer \_\_\_\_\_ Dates From/To \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_

May we contact this employer?  yes  no Telephone \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

**PURPOSE IN APPLYING FOR THIS INTERNSHIP**

On a separate page, please write a statement (250 words or less) indicating how this internship experience will help advance your Public Horticulture career goal(s).

**Please return application and statement of purpose in applying for this internship, along with a cover letter, official transcript, and resume to:  
Internship Office, The Morton Arboretum, 4100 Illinois Route 53, Lisle, IL 60532-1293  
Applications will be accepted until positions are filled.**