

APPLICATION FOR SEASONAL EMPLOYMENT

We seek a diverse and dynamic workforce who fit our organization's culture. Please read the attached organization profile to ensure that our organization is a good fit for you.

How to apply:

- 1) Email your application to the email address provided on the job posting you are applying for
- 2) Mail your application, cover letter, and resume to Portland Japanese Garden, PO Box 3847, Portland, OR 97208

Please print clearly.

Position(s) applied for _____ Date of application _____

Referral Source: Advertisement Employee Relative Walk-in Other _____

Name _____
Last First Middle

Address _____
Street City State Zip Code

Email _____

Telephone Number(s) _____ If necessary, best time to call you _____

Have you filed an application with the Garden before? No Yes *If yes, give date* _____

Have you previously been employed with the Garden? No Yes *If yes, give dates: From* _____ *To* _____

Are you legally eligible for employment in this country? No Yes

(Proof of U.S. Citizenship status will be required upon employment)

Date available for work: _____

Type of employment desired: Full-Time Part-Time Temporary

Will you work overtime if required? No Yes

Do you possess a valid driver's license? No Yes State _____ License # _____

If you are hired, you may be required to provide a driving report from the DMV.

Employment History

List your last three employers, assignments, or volunteer activities starting with the most recent (including military experience). Explain any gaps in employment in the comments section below.

1. Employer _____
Supervisor's Name _____ Telephone # _____
Position Held _____ Dates of Employment _____
Work Performed _____
Reason for Leaving _____
Hourly Rate/Salary _____
May we contact for reference? No Yes Later

2. Employer _____
Supervisor's Name _____ Telephone # _____
Position Held _____ Dates of Employment _____
Work Performed _____
Reason for Leaving _____
Hourly Rate/Salary _____
May we contact for reference? No Yes Later

3. Employer _____
Supervisor's Name _____ Telephone # _____
Position Held _____ Dates of Employment _____
Work Performed _____
Reason for Leaving _____
Hourly Rate/Salary _____
May we contact for reference? No Yes Later

Educational Background

List last three schools attended, starting with most recent.

1. School _____
Year's Completed _____

2. School _____
Year's Completed _____

3. School _____
Year's Completed _____

References

List names and telephone numbers of three business/work references who are not related to you and are not previous supervisors.

1. Name _____
Telephone # _____
2. Name _____
Telephone # _____
3. Name _____
Telephone # _____

List special accomplishments, publications, awards (please exclude information which would reveal sex, race, religion, national origin, age, color, disability, or other protected status.) _____

It is understood and agreed upon that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.

I give the employer the right to investigate all references and to secure additional information about me, if job-related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

The employer is an Equal Opportunity Employer. The employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law. **The Employer welcomes and encourages a diverse workforce.**

This application is current for six months. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

I understand that just as I am free to resign at any time, the employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the employer has the authority to make any assurances to the contrary.

I understand it is this company's policy not to refuse to hire a qualified individual with a disability because of the person's need for an accommodation that would be required by the ADA.

Signature of Applicant _____ Date _____

Office Use Only:

Date Hired: _____ Position: _____ Rate of Pay _____



ORGANIZATION PROFILE

Mission

The purpose of the Portland Japanese Garden is to create, maintain, improve, and administer an authentic world-class Japanese garden in the city of Portland and to offer compatible educational, cultural, artistic, horticultural, environmental, and charitable activities.

Core Values

We believe in and strive for:

- Inspiration, serenity, tranquility, and the aestheticism of nature for Garden visitors.
- Excellence in the management and maintenance of the Garden.
- Demonstrating the timeless relevance of Japanese culture and intersections of eastern and western cultures
- Cultural authenticity directed to the needs of diverse local, national, and international communities.
- Environmental awareness and sustainability in the operation of the Garden.
- Mutual respect and harmony within the board, staff, membership, and with surrounding communities.

Our Vision

To be the leading Japanese garden organization in the world.

A Legacy of Excellence

Our present work at the Garden continues a vision first conceived in the 1950's. A group of community-minded citizens wished to build a world-class Japanese Garden for the people of Portland, Oregon. Now widely recognized as one of the finest Japanese gardens in the world, our Garden is a realization of that vision.

The Garden - When compared to its inspirational precursors in Japan (many of which are hundreds of years old), our young (50+ year-old) Garden has matured at an exceptional pace. Set on 5.5 acres, the Garden is composed of five separate garden styles: a Strolling Pond Garden, a Tea Garden, a Natural Garden, a Flat Garden, and a Sand and Stone Garden. At the heart of the Garden is the desire for harmony with nature—the Garden's design reflecting each season. Through the careful use of plants, stones, and water, areas of serene and quiet beauty emerge. Our Garden reflects the very best in Japanese garden aesthetics and traditions.

History - Rich in history, the Garden was designed in 1963 by Tokyo Agriculture University Professor Takuma Tono—an internationally renowned landscaping authority. Constructed on the site of the old Portland Zoo, the Garden opened to the public in 1967 and was an immediate success. Through the years, the Garden has been meticulously maintained and enhanced, continuously offering a place of serenity, beauty, and culture to visitors from all over the world.

The Organization - The Portland Japanese Garden was founded as a nonprofit organization in 1962 and broke ground on the Garden in 1963. It is maintained through admissions, memberships, special gifts, and donations. The Society currently has over 8,000 members and relies on the dedication of the many volunteers who generously give their time to help with Garden events and activities. Numerous educational and cultural events are offered throughout the year plus three major art exhibitions.

The Future - The Garden's facilities for education and visitors are expanding and new garden landscapes are being created through the Cultural Crossing project. In this project, the Garden will add 4 new LEED certified buildings, 7 new garden areas, a central pedestrian-only courtyard, and a new entrance plaza. These new facilities and gardens will accommodate growing audience (1,100% increase since PJG was founded in 1963), alleviate congestion in the original Garden, address serious visitor access and safety issues, and meet audience demand for cultural and educational programs.