



**Hourly Employee Application**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Job position(s) you are applying for: \_\_\_\_\_

Associates  
Education Assistant  
Indoor Gardener

Gift Shop  
Entomology Assistant  
Outdoor Gardener

Custodial Assistant  
Groundskeeper  
Plant Collections Assistant

Qualifications: \_\_\_\_\_

Date you can begin work: \_\_\_\_\_

Have you previously worked for Reiman Gardens: \_\_\_\_\_ If so, when? \_\_\_\_\_

If you are not a U.S. Citizen, do you have a visa or other documentation that will allow you to work in the U.S.? Yes Or No

**For ISU Student Use Only**

Permanent address: \_\_\_\_\_

Permanent phone number: \_\_\_\_\_

Major of study and classification: \_\_\_\_\_

Expected semester/year of graduation: \_\_\_\_\_

Do you qualify for work study? \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Hours you are available to work:**

Monday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_

Saturday: \_\_\_\_\_

Sunday: \_\_\_\_\_

**Please include the following with your application:**

- 1) A copy of your resume.
- 2) A list of 3 references with contact information.

**Please email or mail the application materials to:**

Donna Wiegand  
Reiman Gardens, Iowa State University  
1407 University Blvd., Ames, Iowa 50011  
[djwiega@iastate.edu](mailto:djwiega@iastate.edu)

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Have you ever been convicted of a misdemeanor or felony? Yes or No

If yes, for what, when and where:\_\_\_\_\_

Education Data:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

### 1. Employment History

Current Employer:\_\_\_\_\_ Type of Business\_\_\_\_\_

Employed from:\_\_\_\_\_ to \_\_\_\_\_

Your Title:\_\_\_\_\_ Supervisor's Name:\_\_\_\_\_

Reason for Leaving:\_\_\_\_\_

Duties:

### 2. Employment History

Employer:\_\_\_\_\_ Type of Business\_\_\_\_\_

Employed from:\_\_\_\_\_ to \_\_\_\_\_

Your Title:\_\_\_\_\_ Supervisor's Name:\_\_\_\_\_

Reason for Leaving:\_\_\_\_\_

Duties:

Date available for employment:\_\_\_\_\_