



APPLICATION FOR EMPLOYMENT

(PLEASE PRINT CLEARLY)

Date: _____ Position Desired _____ Salary Desired _____

Availability: List Days: _____ Daytime/Evenings: _____ Referred by: _____

No question on this application is intended to secure information to be used for discriminatory purpose, as this company is an equal employment opportunity employer and does not discriminate on the basis of race, color, religion, sex, citizenship, national origin, age, veteran or marital status, disability, sexual orientation, or other legally protected status.

Applicant's Statement of Understanding and Authorization:

I understand this application will be given every consideration, but its receipt does not imply that the applicant will be employed

I give permission to the company to contact any of the former employers shown below to verify the information I have given.

I understand that the company may require a Motor Vehicle Record (MVR) report.

I understand that the company reserves the right to require a conditional offer of employment drug/alcohol test, to the extent permitted by law.

I hereby stat the information given by me in this application is true in all respects, and I agree that if I am employed and the information is found to be false in any respect, that I may be dismissed.

Should I be employed, I understand that such employment will not result in an employment contract for any specific term, and that any form of chemical or substance abuse will mean immediate termination.

Signature of Applicant

Date

I. PERSONAL DATA

Name _____
Last, First M.I.

Social Security # _____ Driver's License # _____ age _____

Current Address _____
Street/Number City St Zip

Daytime Phone: _____ Evening Phone _____

Cell Phone: _____ Best Time to Reach You _____

- ◆ Are you age 18 or older? Yes No If no, employment is subject to verification that applicant is of legal age.
- ◆ Do you have relatives working for our organization? Yes No

If yes, list name & Relationship _____

- ◆ Do you have restrictions on your license: Yes No

If yes, please explain: _____

List any operator's permits you hold _____

- ◆ Have you ever been refused a surety bond? Yes No

If yes, state the date and reason _____

- ◆ Have you ever been convicted of a felony? Yes No

If yes, please explain: _____

- ◆ Can you perform the necessary functions of the job for which you are applying Yes No

- ◆ Are you legally eligible to work in the United States? Yes No

II. MILITARY

Have you ever served in the military? Yes No

Branch of Service: _____ Dates of Active Duty _____

III. EDUCATION

TYPE OF SCHOOL	NAME/LOCATION OF SCHOOL	GRADUATED? YES/NO	LIST DIPLOMA AND/OR DEGREE(S) COMPLETED	MAJOR FIELD OF STUDY
High School or G.E.D.				
College, University, Technical or Vocational				
College, University, Technical or Vocational				

Current licenses, certificates, registrations (indicate type and date received) _____

Special skills, training, qualifications, experience _____

List Computer Skills _____

Are you proficient in other languages? _____ Speaking? _____ Writing? _____

IV. EMPLOYMENT RECORD

Start with present or most recent position (including military service). Attach additional sheets if needed.

Employer	Address	Type of Business	Start Date (M/Y)	End Date (M/R)	Position	Ending Salary
Immediate Supervisor	Phone/Ext	Reason for Leaving		Duties and responsibilities		

Employer	Address	Type of Business	Start Date (M/Y)	End Date (M/R)	Position	Ending Salary
Immediate Supervisor	Phone/Ext	Reason for Leaving		Duties and responsibilities		

Employer	Address	Type of Business	Start Date (M/Y)	End Date (M/R)	Position	Ending Salary
Immediate Supervisor	Phone/Ext	Reason for Leaving		Duties and responsibilities		

Employer	Address	Type of Business	Start Date (M/Y)	End Date (M/R)	Position	Ending Salary
Immediate Supervisor	Phone/Ext	Reason for Leaving		Duties and responsibilities		

Candidates name: _____ Date of Interview: _____

Interviewer (s): _____

Referred by: _____

1. Why did you apply for employment at the Humane Society? _____

2. Do you experience in any of the following? (please describe):

Animal care _____

Working with the public: _____

Heavy lifting: _____

Clean up? _____

Other experience: _____

3. Do you have any issues concerning cleaning up vomit or diarrhea? _____

4. How do you feel about cleaning up feces and urine? _____

5. Do you feel that you could tolerate working in the kennel when all the dogs are barking? _____

6. Are you allergic to animals: If yes, what type of animal? _____

7. Would you get bored doing mundane, boring tasks repeatedly? _____

8. Do you enjoy working outdoors (weed eating or mowing)? _____

9. Have you ever struck an animal? If yes, why? _____

10. Do you currently own any pets? If yes, what type(s) of animals? _____

11. Do your pets live indoors or outdoors? _____

12. Do you have your own transportation? _____

13. Would you be willing to work one 8 hour day as a "volunteer" so you can see how you like working with animals and to let us evaluate your abilities? _____

14. Are you willing to learn about proper animal care to help educate our adopters? _____

15. If you were taught how to perform tasks for the animals, such as nail clipping, administering medication, cleaning ears, taking a temperature or bathing, are you willing to perform them?

16. How would you feel working everyday with an animal and then the animal was euthanized (put to sleep)? _____

17. Do you prefer cats or dogs or like them equally the same? _____

Are you usually on time? _____

How do you handle criticism? _____

Why did or are you leaving your most current job? _____

How are you at handling stressful situations? _____

Do you work well with others? _____

What is the best quality you bring to a work environment? _____

What work quality would you say you need the most improvement with? _____

What are your goal for the future? _____

Why should we hire you instead of another applicant? _____

If you were hired are there any days and times you are not available to work? _____