



[www.brevardhumanesociety.org](http://www.brevardhumanesociety.org)  
Phone: 321.636.3343 | Fax: 321.636.0127

## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Position Desired:  Part-Time  Full-Time Desired Salary: \$ \_\_\_\_\_

Social Security #: \_\_\_\_\_ FL Driver's Lic. #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Location Applying For:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Adoption Center/Clinic<br>1020 Cox Road<br>Cocoa, FL | <input type="checkbox"/> Adoption Center<br>155 Pioneer Road<br>Merritt Island, FL | <input type="checkbox"/> Molly Mutt I – 2525 N. Courtenay Parkway   Merritt Island, FL<br><input type="checkbox"/> Molly Mutt II – 728 E. New Haven Avenue   Melbourne, FL<br><input type="checkbox"/> Molly Mutt III – 876 N. U.S. Highway 1   Rockledge, FL<br><input type="checkbox"/> Molly Mutt IV – 2890 Palm Bay Road   Palm Bay, FL |
|---|--|---|

Can you work weekends? Split days off? YES  NO  Can you work swing and/or graveyard shift? YES  NO

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Are you an active or retired military? YES  NO  Branch of Service: \_\_\_\_\_

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

If no, have you applied here previously? YES  NO  If yes, when? \_\_\_\_\_

Do you know anyone currently employed with us? YES  NO  Name/Relationship: \_\_\_\_\_

Have you ever been convicted of, pled guilty or no contest to a crime?  
( A conviction will not necessarily bar you from employment) YES  NO

**PLEASE COMPLETE THESE SECTIONS, EVEN IF YOU SUBMIT A RESUME.**

**Previous Employment**

*Please list three professional references. (Not Relatives)*

Full Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Time Known: \_\_\_\_\_  
Relationship: \_\_\_\_\_

Full Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Time Known: \_\_\_\_\_  
Relationship: \_\_\_\_\_

Full Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Time Known: \_\_\_\_\_  
Relationship: \_\_\_\_\_

**Education**

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Vocation/Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

**Previous Employment**

*Please list your most recent employer first.*

Company: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO  If no, why?

Company: \_\_\_\_\_ Supervisor: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO  If no, why?

\_\_\_\_\_

Company: \_\_\_\_\_ Supervisor: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO  If no, why?

**Questionnaire**

*Why do you want to work for the Humane Society?* \_\_\_\_\_

\_\_\_\_\_

*Please write your definition of Customer Service. How could you best serve the public in the position for which you are applying for?*

\_\_\_\_\_

*How do you think the Humane Society is funded?* \_\_\_\_\_

\_\_\_\_\_

*The majority of our positions require the ability to meet a variety of physical duties (heavy lifting, standing for long periods of time, bending, etc.) Can you perform the duties of the job you are applying for?*

\_\_\_\_\_

*Do you have any pets? If so, what type of breed, and how many? Are they spayed/neutered?*

\_\_\_\_\_

If you do not currently have pets, have you had them in the past? What types and breeds? Were they spayed/neutered?

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What experience have you had with caring for animals?

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What work experience have you had working with the public?

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Please list any animal organizations to which you belong.

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What interests or hobbies do you have which include animals?

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What non-animal interests or hobbies do you have?

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Duties and any special training relevant to the job for which you are applying for:

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Please list any other relevant job experience(s), volunteering, or training:

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**Disclaimer and Signature**

*I hereby declare the information provided by me in this application for employment is true, correct, and complete to the best of my knowledge. I understand that misrepresentation or omission of facts on this application is cause for dismissal. I authorize the investigation of all statements on this application. Further, I release all parties and persons from any liability for any damages that may result from furnishing such information to the Humane Society as well as from the use of disclosure of such information by the Humane Society or any of its agents, employees or representatives.*

*In consideration of employment I understand that I am free to terminate my employment with the Humane Society at any time, with or without reason, and the Society has the right to terminate my employment at any time, with or without reason. Although the Humane Society may choose to terminate employment for cause, cause is not required. This is called "at will" employment.*

*No one other than the Executive Director can enter into an agreement for employment for a specified period of time, or make any agreement or representations contrary to this policy. Further, any such agreement is to be in writing, and signed by the Executive Director. Apart from the policy of at-will employment and those policies required by law, the Humane Society may change its policies or practices at any time without further notice.*

*I also understand that all offers of employment are conditioned on provision of satisfactory proof of an applicant's identity and legal authority to work in the United States, verification of previous employment, as well as the satisfactory completion of a post-offer criminal background check and drug test.*

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

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