



## Applicant Information

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

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

Full Name:	Phone:
Relationship:	Time Known:
Full Name:	Phone:
Relationship:	Time Known:
Full Name:	Phone:
Relationship:	Time Known:

### 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?***

***What experience have you had with caring for animals?***

***What work experience have you had working with the public?***

***Please list any animal organizations to which you belong.***

***What interests or hobbies do you have which include animals?***

***What non-animal interests or hobbies do you have?***

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

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

#### ***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: