



## Brevard Humane Society

1020 Cox Road  
Cocoa, FL 32926  
(321) 636-3343 / Fax (321) 636-0127  
[www.brevardhumane.org](http://www.brevardhumane.org)

### Employment Application

#### Applicant Information

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

Address: \_\_\_\_\_  
Street Address \_\_\_\_\_ Apartment/Unit # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

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

S. S. #: \_\_\_\_\_ FL Driver's Lic. #: \_\_\_\_\_

Date Available: \_\_\_\_\_ Circle: Full-time **or** Part-time Driver License Exp. Date: \_\_\_\_\_

Position Applied for: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Location Applying For:

<input type="checkbox"/> Adoption Center Chapel/ Clinic 1020 Cox. Rd Cocoa, FL	<input type="checkbox"/> Merritt Island Adoption Center 155 Pioneer Rd. Merritt Island, FL	<input type="checkbox"/> Molly Mutt I (Merritt Island) 2525 North Courtenay Pkwy	<input type="checkbox"/> Molly Mutt II (Melbourne) 750 W. New Haven	<input type="checkbox"/> Molly Mutt III (Rockledge) 876 North US Highway 1	<input type="checkbox"/> Molly Mutt IV (Palm Bay) 2890 Palm Bay Road
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Are you a citizen of the United States? Y \_\_\_\_\_ N \_\_\_\_\_

Can you work weekends? Split days off? Y \_\_\_\_\_ N \_\_\_\_\_

If no, are you authorized to work in the U.S.? Y \_\_\_\_\_ N \_\_\_\_\_

Can you work swing and/or graveyard shift? Y \_\_\_\_\_ N \_\_\_\_\_

Are you active or retired military? Y \_\_\_\_\_ N \_\_\_\_\_ Branch of Service: \_\_\_\_\_

Have you ever worked for this company? Y \_\_\_\_\_ N \_\_\_\_\_ If yes, when? \_\_\_\_\_

If no, have you applied here previously? Y \_\_\_\_\_ N \_\_\_\_\_ If yes, when? \_\_\_\_\_

Do you know anyone currently employed with us? Y \_\_\_\_\_ N \_\_\_\_\_ Name/Relationship: \_\_\_\_\_

Have you ever been convicted of, pled guilty or no contest to a crime? Y \_\_\_\_\_ N \_\_\_\_\_ If yes, explain: \_\_\_\_\_

*(A conviction will not necessarily bar you from employment)*

**Please complete all sections (even if you submit a resume):**

### **Professional References**

*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?   Diploma: \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?   Degree: \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?   Degree: \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?   Degree: \_\_\_\_\_

### **Previous Employment**

*Please list your most recent employer first.*

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

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

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

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

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

May we contact your current/previous supervisor for a reference?   If no, why? \_\_\_\_\_

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

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

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

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

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

May we contact your previous supervisor for a reference?   If no, why? \_\_\_\_\_

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

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

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

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

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

May we contact your previous supervisor for a reference?   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 Mission in the position for which you are applying?* \_\_\_\_\_

*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:*

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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: \_\_\_\_\_

***Do Not Write Below This Line (Internal Use Only)***

Interviewed By: \_\_\_\_\_

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

**Remarks:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hired:  Y  N \_\_\_\_\_

Position \_\_\_\_\_ Date Reporting  
To Work: \_\_\_\_\_ Starting  
Wage: \$ \_\_\_\_\_