

ANIMAL HUMANE SOCIETY APPLICATION FOR EMPLOYMENT

The Animal Humane Society is an equal employment opportunity employer and will not discriminate against any applicant or employee on any grounds protected under federal, state, or local law, including race; color; creed; religion; national origin; sex; status related to pregnancy, childbirth, or related medical conditions; marital status; disability; status with regard to public assistance; age; sexual orientation; activity in any local human rights commission; or any other characteristic protected under federal, state, or local law. None of the questions in this application are intended to elicit information regarding any protected characteristics, nor imply any limitation, illegal preference, or discrimination based upon non-job related information or protected characteristics.

If you are hired by the Animal Humane Society, you will be employed on an at-will basis. As an at-will employee, you may terminate your employment at any time, for any reason, without notice. Similarly, if you are hired, the Animal Humane Society will have the right to terminate your employment at any time, for any reason, without prior notice. No Animal Humane Society supervisor or manager has the authority to offer or promise anything other than at-will employment, and no subsequent transfer, promotion or change in your employment will affect your at-will employment status.

Answer ALL Questions Completely ----Please Print----Be Sure to Complete All Applicable Pages!

Specific position applied for _____ Date _____
Preferred Location: Buffalo Coon Rapids Golden Valley St. Paul Woodbury No Preference
Regular: Full-Time Part-Time Either Temporary: Summer Only Less Than One Year
How did you learn of this job opportunity? _____
Are you available to work at any time of the day or week as needed? Yes No
Please list days/times available _____
Date you can start _____ Desired wage or salary \$ _____

Name _____
First Middle Last
Have you ever been known by another name or by an alias? Yes No If yes, what? _____
Present Address _____
Home Phone No. () _____ Other phone at which you can be reached () _____
E-Mail Address _____

A valid Social Security number will be required if hired, or for certain pre-screening steps for which we will notify you.

If hired, can you furnish proof that you are eligible to work in the United States? Yes No

If no, explain _____

Have you worked for the humane society before? No Yes If yes, when? _____

If yes, name and location of the shelter _____

Have you been convicted of a crime? Yes No If yes, please explain _____

EDUCATION & TRAINING

TYPE OF SCHOOL	NAME AND LOCATION	NUMBER OF YEARS COMPLETED	DIPLOMA/ DEGREE	COURSE OF STUDY	CURRENT STUDENT YES/NO
HIGH SCHOOL					
COLLEGE/ UNIVERSITY					
TRADE, BUSINESS, OR TECH.					

PREVIOUS WORK EXPERIENCE

Please list below your last four employers, starting with your most recent.

(1) Employer name _____ Job title _____
 Type of business _____ Date hired _____ to _____
 Address _____ Total length of employment _____
 Name of supervisor _____ Length of time at last current position _____
 Telephone number () _____ Starting rate _____ Ending rate _____
 May we contact this employer? Yes No Number of hours worked per week _____
 Duties _____

 Reason for leaving _____

(2) Employer name _____ Job title _____
 Type of business _____ Date hired _____ to _____
 Address _____ Total length of employment _____
 Name of supervisor _____ Length of time at last current position _____
 Telephone number () _____ Starting rate _____ Ending rate _____
 May we contact this employer? Yes No Number of hours worked per week _____
 Duties _____

 Reason for leaving _____

(3) Employer name _____ Job title _____
 Type of business _____ Date hired _____ to _____
 Address _____ Total length of employment _____
 Name of supervisor _____ Length of time at last current position _____
 Telephone number () _____ Starting rate _____ Ending rate _____
 May we contact this employer? Yes No Number of hours worked per week _____
 Duties _____

 Reason for leaving _____

(4) Employer name _____ Job title _____
 Type of business _____ Date hired _____ to _____
 Address _____ Total length of employment _____
 Name of supervisor _____ Length of time at last current position _____
 Telephone number () _____ Starting rate _____ Ending rate _____
 May we contact this employer? Yes No Number of hours worked per week _____
 Duties _____

 Reason for leaving _____

SUPPLEMENTAL INFORMATION

Please identify any additional knowledge, skills, or qualifications that will be helpful to us in considering your application for employment. Please include any unpaid work with animals, including family farming.

Are you acquainted with anyone who is, or was, employed by the humane society? Yes No

If yes, who, and at which shelter, if known: _____

List all periods of unemployment since you finished school. From _____ To _____
 From _____ To _____

How did you spend this time? Use a separate page if necessary. _____

Have you ever been discharged by an employer? Yes No If yes, please explain: _____

REFERENCES

Please list the names of four references who are not related to you, and who know you professionally through your work. Preferably, list people whom you have known at least one year.

Individual's Name	Phone	Complete Address	Company	Years Acquainted
1.				
2.				
3.				
4.				

The Animal Humane Society has policies on sexual harassment and equal employment opportunity, policies which require employees to perform all assigned work and mandatory overtime, an at-will employment policy, and policies requiring employees to observe all standards of conduct, policies and work rules of the Animal Humane Society.

Do you agree, if hired, to comply with these and all other current or subsequently adopted Animal Humane Society policies?

Yes No

ACKNOWLEDGMENT: PLEASE READ AND SIGN

By my signature below, I affirm that the information provided in this employment application (and in any related documentation or interview) is true and complete, and I understand that any false or misleading information or significant omissions may disqualify me from further consideration for employment, and may lead to my dismissal from employment, if discovered at a later date. I agree to notify the Animal Humane Society if I should be convicted or plead guilty to any crime while my job application is pending, or during my period of employment if hired by the Animal Humane Society.

I authorize any person, school, organization, current employer, (except as previously noted), or prior employer named in this application form (or related documentation or interview) to provide the Animal Humane Society with any information and opinion requested by the humane society in connection with my application, and I release such persons, employers and organizations from any legal liability in making such statements.

Applicant's signature _____ Date _____