



Application for Employment

We are an equal opportunity employer, dedicated to a policy of non-discrimination. Due to the nature of the work environment, some positions require the ability to work with cleaning supplies, ability to perform physical work such as scrubbing, mopping, bending, lifting, walking, and standing for several hours a day, and lifting up to 50 pounds without assistance.

Please print—all questions must be answered

Position Applied for: _____ Date of Application: _____

Contact Information

Last name: _____ First Name: _____ Middle name: _____

Physical Address: _____ City & State: _____ Zip: _____

Mailing Address: _____ City & State: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____ Email: _____

Have you ever worked under another name? Yes No If yes, what name? _____

Eligibility

Are you related to any Board member or staff member of this agency? Yes No

If yes, please state name, position and relationship _____

If you are under 18 years of age, can you provide required proof of your eligibility to work? _____

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? Yes No (Proof of citizenship or immigration status will be required upon employment.)

Have you been convicted of a felony within the last 7 years? Yes No (Conviction will not necessarily disqualify an applicant from employment.)

If yes, please explain _____

Employment Status

Are you currently employed? () Yes () No

May we contact your present employer: () Yes () No

Are you currently on "lay-off" status with another employer and subject to recall? () Yes () No

Have you ever been employed with us before? () Yes () No If yes, when _____

Availability

On what date would you be available for work? _____

Can you work any day of the week if required? () Yes () No If no, please explain _____

Do you have a current driver's license? () Yes () No

Do you have reliable transportation? () Yes () No

Are you able to make it to the shelter in the event of snow in the winter? () Yes () No

Education and Related Activities

	High School	College	Professional
School Name			
Location			
Years completed			
Did you graduate? What year?			
Trade or Vocational School			

Describe additional educational or training information that will help us in considering your application.

Professional References

List three references whom you have known for at least five years and who are not relatives.

Name	Phone	Occupation
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Employment Experience

Start with your present or most recent job. Include any job-related military service assignments and volunteer activities.

Start Date (month/year)	End Date (month/year)	Employer Address	Job and Major Duties	Reason for Leaving
		Name: _____ Address: _____ City/State/Zip: _____ Telephone: () _____ Wage: _____	Title: _____ Duties: _____	Immediate Supervisor:
		Name: _____ Address: _____ City/State/Zip: _____ Telephone: () _____ Wage: _____	Title: _____ Duties: _____	Immediate Supervisor:
		Name: _____ Address: _____ City/State/Zip: _____ Telephone: () _____ Wage: _____	Title: _____ Duties: _____	Immediate Supervisor:
		Name: _____ Address: _____ City/State/Zip: _____ Telephone: () _____ Wage: _____	Title: _____ Duties: _____	Immediate Supervisor:

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by Paws & Claws.

I understand that any employment is conditioned on a background check. I hereby give the Paws & Claws Pet Shelter the right to make a thorough investigation of my employment, education and activities, and I release from all liability all persons, companies and corporations supplying such information. I indemnify Paws & Claws against any liability that may result from such investigation.

Additionally, I understand that nothing contained in this employment application or in the granting of any interview is intended to create an employment contract between Paws & Claws and myself for any term of employment or for the providing of any benefit. No promises regarding employment have been made to me and I understand that no such promise or guarantees are binding upon Paws & Claws unless in writing.

Applicant Signature: _____ **Date:** _____