



## APPLICATION FOR EMPLOYMENT

## An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.

#### Instructions:

Answer each question fully and accurately. Use blank paper if you do not have enough room on this application. PLEASE PRINT, except for signature at the end of the application. Incomplete or illegible applications will not be processed. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

GENERAL INFORMATION								
Today's	Date:							
Position(s) Applied For:				Salary Desired				
Name:_								
	Last Name		Fi	rst Name			Middle	
Address	<b>.</b>		City		State		Z	ip Code
Home Phone: Work/ Cell Phone:								
Email:								
How did you hear about the position? advertisement our website other (please specify)								
Are you 18 years of age or older? Yes / No (If you are hired, you may be required to submit proof of age)								
If hired, can you furnish proof of eligibility to work in the U.S.? Yes / No								
Have you ever applied here before? Yes / No If yes, when?								
Have you ever been employed here?			ere? Ye	es / No	If yes, when?			
Have you ever volunteered here? Yes / No If yes, when?								
Have you ever been convicted of any law violation excluding minor traffic violations? Yes / No If, please explain, listing city/state								
	ction will not n y policy, this in		will be rev		job-relatedr			
Date available to start:								
Are you seeking Full-time Part-time Temporary/Seasonal employment?  Please indicate days and times available to work (specify am or pm):								
	All	positions r	equire that		vailable to			
	Day	Sun	Mon	Tues	Wed	Thurs	Fri	Sat

Day	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Hours							
Available							

## **EDUCATION**

List names and addresses of schools:	# Years Completed	Diploma/ Degree
High School or GED:Address:		
College/University:Address:		
Other:Address:		
ADDITIONAL Q Do you have a valid driver's license? Yes / No		er
Class of License	State Issued	
Have you had your license suspended or revoked in	n the past 3 years? Yes	<sup>'</sup> No
What interests you about working for the San Anton	nio Humane Society?	
What special skills can you bring at the San Antonio	Humane Society?	
The San Antonio Humane Society has core values a definition for each one.  Customer Service	that we strive to work by.	Please give your
Adaptability		
Responsibility		
Respect		
Integrity		

## **WORK HISTORY**

Give information on previous employment beginning with current/most recent. Telephone numbers and contact names are critical. Please account for all periods of time including military service/unemployment. Note: a job offer may be contingent upon acceptable references from current/former employers. **Please do not say "see resume" for this section.** 

Address	City	State	Zip Code	
Telephone Number	Your Position	Supervisor	Supervisor/Manager	
Start Date	End Date	Starting Salary	Ending Salary	
Your Duties/Responsibiliti	es			
Reason(s) for leaving				
Previous Employer				
Address	City	State	Zip Code	
Telephone Number	Your Position	Supervisor/Manager		
Start Date	End Date	Starting Salary Ending Salary		
Your Duties/Responsibiliti	es			
Reason(s) for leaving				
Previous Employer				
Address	City	State	Zip Code	
Telephone Number	Your Position	Position Supervisor/Manager		
Start Date	End Date	Starting Salary	Ending Salary	
Your Duties/Responsibiliti				

Reason(s) for leaving

**USE ADDITIONAL PAPER AS NEEDED** 

# **REFERENCES**

Give three (3) Employment References can be co-workers, **must not be a relative**:

Name:	Phone Number:	Yrs. Known/Relationship:					
Have you worked or attended school under any other names? Yes / No If yes, give names:							
List states and countries of	residence for the past seven years: _						
Can you lift 50 lbs.? Yes / No Can you perform prolonged physical activity? Yes / No Do you have any allergies or conditions that might be aggravated from exposure or contact with animals or chemicals? Yes / No							
AF	FIDAVIT, CONSENT, AND RE	LEASE					
PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING							
I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.							
I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, employer, past employers and organizations to provide relevant information and opinions that may be useful in making an employment decision. I release such persons and organizations from any legal liability in making such statements.							
I understand that I will be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required.							
I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.							
I understand that this application, statements by management, or subsequent employment does not create an express or implied contract of employment nor guarantee employment for any definite period of time. If employed, I understand that I have been hired at the will of the employer and my employment may be terminated at any time, with or without reason, and with or without notice. I further acknowledge that if employed, that at-will nature of my employment cannot be modified in any way by any person affiliated with the San Antonio Humane Society.							
I have read, understand, and by my signature consent to these statements.							
Signature		 Date					