

1020 Cox Rd  
 Cocoa FL, 32926  
 321-636-3343, Fax 321-636-0127  
 www.crittersavers.com



## EMPLOYMENT APPLICATION

Date

Last Name	First	Middle Initial	Date
Street Address		City/State	Zip
Home Phone	Work/Cell Phone	Social Security Number	
Date Available: _____	Florida Driver's License #: _____ <small>(if required for the position for which you are applying)</small>		Exp. Date _____

If hired, can you show proof that you have the legal right to work in the United States?  Yes  No

Position Desired:  Part time  Full time

**Which Position are you Applying For?** \_\_\_\_\_  
*(Must Specify for Consideration)*

Can you work **weekends** and/or split days off? (not have two days off in a row)  Yes  No

Can you work: swing and/or graveyard shift?  Yes  No

What **foreign** languages do you speak fluently? \_\_\_\_\_ Write fluently? \_\_\_\_\_

Salary expected: \_\_\_\_\_ Have you been employed by this Humane Society?  Yes  No

If yes, when? \_\_\_\_\_ If not, have you ever applied here? If yes, when? \_\_\_\_\_

Do you know anyone currently working with this Humane Society?  Yes  No

If yes: Name \_\_\_\_\_ Relationship \_\_\_\_\_

Have you ever been convicted of, pled guilty, nolo contendere, or no contest to a crime?  Yes  No

If yes, explain \_\_\_\_\_ (a conviction will not necessarily bar you from employment)

U.S. Military Service:  Yes  No Branch of Service \_\_\_\_\_

### REFERENCES

*Please list three references (not relatives):*

First

Last Name

Name	Phone	Relationship	Years Known

Please complete these sections, even if you submit a resume.

**EDUCATION**

<u>School</u>	<u>Name &amp; Location</u>	<u>Studies</u>	<u>Dates</u>	<u>Degree</u>
HIGH SCHOOL				
COLLEGE				
UNDERGRADUATE				
VOCATIONAL OR OTHER				

DO YOU HAVE A HIGH SCHOOL DIPLOMA OR GED?  Yes  No

**EMPLOYMENT HISTORY**

*List the most recent employer first*

<b>Name &amp; Address of Employer:</b>			
<b>Supervisor's Name</b>		<b>Phone Number:</b>	
<b>Job Title:</b>		<b>Work Performed:</b>	
<b>Start Date:</b>		<b>Hourly Rate:</b>	
<b>End Date:</b>		<b>Reason for Leaving:</b>	

<b>Name &amp; Address of Employer:</b>			
<b>Supervisor's Name</b>		<b>Phone Number:</b>	
<b>Job Title:</b>		<b>Work Performed:</b>	
<b>Start Date:</b>		<b>Hourly Rate:</b>	
<b>End Date:</b>		<b>Reason for Leaving:</b>	

<b>Name &amp; Address of Employer:</b>			
<b>Supervisor's Name</b>		<b>Phone Number:</b>	
<b>Job Title:</b>		<b>Work Performed:</b>	
<b>Start Date:</b>		<b>Hourly Rate:</b>	
<b>End Date:</b>		<b>Reason for Leaving:</b>	

May we contact your current employer?  Yes  No If no, why? \_\_\_\_\_

Do you authorize us to contact your previous employers for a reference?  Yes  No

If no, why? \_\_\_\_\_

**Please complete the following questions:**

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? \_\_\_\_\_  
\_\_\_\_\_

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 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: \_\_\_\_\_  
\_\_\_\_\_

**Please list any other relevant job experience, volunteering or training:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Acknowledgment:

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** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Do not write below this line**

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Hired  Yes  No      Position: \_\_\_\_\_      Date Reporting For Work: \_\_\_\_\_      Starting Wage: \_\_\_\_\_

Hired: \_\_\_\_\_

\_\_\_\_\_