

Humane Society of Warren County

To be completed by the applicant

Application for Employment

Name: _____ Home Phone: _____

Current Employment: _____ Business Phone: _____

Home Address: _____

Position applied for: _____

How did you learn of the position? _____

Background

What education or skills could you contribute to our staff (*check all that apply*):

- | | |
|--|--|
| <input type="checkbox"/> management | <input type="checkbox"/> public speaking |
| <input type="checkbox"/> public relations | <input type="checkbox"/> community relations |
| <input type="checkbox"/> marketing | <input type="checkbox"/> planning |
| <input type="checkbox"/> knowledge of services | <input type="checkbox"/> team player |
| <input type="checkbox"/> fund raising | <input type="checkbox"/> motivated |
| <input type="checkbox"/> education | <input type="checkbox"/> affiliations |

Charitable or community activities in which you have been involved:

Computer Skills:

- WORD EXCEL POWER POINT ACCESS
 WEB PAGE DESIGN QUICKBOOKS OTHER:

Note: You may be tested on these skills.

Educational History

Do you have a GED or High School Diploma?

- Yes
 No

Do you have a college degree?

- Yes
 No

Please circle one: Associates Degree Bachelors Degree Masters Degree PhD

Major Field of Study: _____ Minor Field of Study: _____

Name of College or University attended: _____

Note: You may be asked for verification of education.

Work History (*start with most recent*):

Name of Company: _____ Your title: _____

Dates of Employment: From _____ To: _____

Supervisor: _____ Phone Number: _____

Brief Description of duties:

Name of Company: _____ Your title: _____

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Brief Description of duties:

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Dates of Employment: From _____ To: _____

Supervisor: _____ Phone Number: _____

Brief Description of duties:

Please provide references regarding your work habits and character:

Name	Relationship	Phone Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Do you give the Humane Society of Warren County permission to verify all educational information, work history and to check references provided on this application and through your resume?

- Yes
- No

If no, comments: _____

Have you been convicted of a felony or **any** crime regarding animal cruelty or neglect?

- Yes
- No

If yes, explain:

Would you be willing to have a Criminal Clearance completed?

- Yes
- No

If no, please comment:

Would you be willing to submit to a pre employment drug/alcohol screen and subsequent random screens if asked?

- Yes
- No

If no, comment: _____

Please write a brief statement of your understanding of the mission of this organization:

Additional information you think would be helpful:

I verify that all information I have provided for employment is true and complete.

I also understand that employment with The Humane Society of Warren County is a voluntary one and is subject to termination by myself or The Humane Society of Warren County at will, with or without cause, and with or without notice, at any time. Nothing in this application or subsequent interview shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of Humane Society of Warren County employees.

Signature of Applicant

Date