



APPLICATION FOR EMPLOYMENT

The Humane Society of Boulder Valley requires drug testing on all employment candidates.

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

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application. **PLEASE PRINT**, except for signature on back of application. 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.

Position(s) Applying For: _____ Today's Date: _____

Are you seeking: Full-Time Part-Time Temporary employment?

On what date would you be available to begin working? _____

GENERAL INFORMATION

Last Name	First Name	Middle Name	
Current Street Address	City	State	Zip Code
Telephone Number(s)			
Email Address			

Have you ever filed an application with us before? Yes No If yes, when? _____

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

Are you 18 years of age or older? Yes No
(If you are hired, you may be required to submit proof of age.)

Have you ever been convicted of any law violation? Yes No
(Include any plea of "guilty" or "no contest." Exclude minor traffic violations.)

If yes, give details: _____
(A conviction will not necessarily disqualify an applicant for employment.)

If hired, you will be required to furnish proof of your eligibility to work in the U.S.

EDUCATION

	List Name and Address of School(s)	Number of Years Completed	Diploma/ Degree/ Certificate
High School or GED			
College or University <i>Subjects Studied</i>		
Vocational or Technical <i>Subjects Studied</i>		

SPECIAL SKILLS

Indicate any additional languages you can speak, read and/or write.			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills or extra-curricular activities that are related to the job for which you are applying. State any additional information you feel may be helpful to us in considering your application. *(Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability, genetic information or other protected status.)*

WORK HISTORY

List names of employers in consecutive order with current or last employer listed first. Account for all periods of time, including military service, and any periods of unemployment. If self-employed, give firm name and supply business references. **Note: A job offer may be contingent upon acceptable references from current and former employers.**

Name, Address and Telephone of Employer	Employed From (month/year)	Employed To (month/year)	Reason for leaving
	Duties		Supervisor(s)
Title			
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Title			
Name, Address and Telephone of Employer	Employed From (month/year)	Employed To (month/year)	Reason for leaving
	Duties		Supervisor(s)
Title			

REFERENCES

Have you worked or attended school under any other names? Yes No

If yes, give names: _____

Are you currently employed? Yes No

If yes, whom do you suggest we contact? _____

Have you ever been fired from a job or asked to resign? Yes No

If yes, please explain: _____

List three professional references:

Name	Address	Phone
1.		
2.		
3.		

AFFIDAVIT, CONSENT, AND RELEASE

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, current employer, past employers, and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand I may 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, VERBAL 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. ONLY THE PRESIDENT OF THE ORGANIZATION HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT AND THE EMPLOYEE. 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 have read, understand, and by my signature consent to these statements.

Signature: _____

Date: _____

This application for employment will remain active for a limited time.
Contact Human Resources for details.

