



Application For Employment

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

NAME: _____

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application	
How Did You Learn About the Humane Society?			
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In	
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____	
Last Name	First Name	Middle Name	
Address	Number	Street	City
			State
			Zip Code
Telephone Numbers(s)			
Email Address			

POSITION: _____

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No
If Yes, give date _____

Have you ever been employed with us before? Yes No
If Yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

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.

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Shift Work Seasonal

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

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 _____

DATE: _____ / _____ / _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Additional Information

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

Describe any specialized training, apprenticeship, skills and extra-curricular activities. Summarize special job-related skills and qualifications acquired from employment or other experience. State any additional information you feel may be helpful to us in considering your applications.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached. Yes No

Professional References

1.	_____ () _____	Phone #
	Name	

	Address	
2.	_____ () _____	Phone #
	Name	

	Address	
3.	_____ () _____	Phone #
	Name	

	Address	

Employment Experience

1.	Employer	Dates Employed		Work Performed	
		From	To		
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting		Final
	Job Title	Supervisor			
	Reason for Leaving				
2.	Employer	Dates Employed		Work Performed	
		From	To		
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting		Final
	Job Title	Supervisor			
	Reason for Leaving				
3.	Employer	Dates Employed		Work Performed	
		From	To		
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting		Final
	Job Title	Supervisor			
	Reason for Leaving				
4.	Employer	Dates Employed		Work Performed	
		From	To		
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting		Final
	Job Title	Supervisor			
	Reason for Leaving				

Applicant's Statement

I certify that the answers given herein are true and complete to the best of my knowledge.

I understand that a background check may be a part of my application process (see attached Authorization for Background Information).

I understand that the Humane Society of Boulder Valley requires all applicants who have received a conditional job offer to submit to drug and alcohol testing. The Society will not employ anyone who fails or refuses to take the screening test.

I understand that all employment at the Humane Society of Boulder Valley is "at-will". At-will employment may be terminated at any time, with or without cause, and with or without advance notice by the employer or employee. No representative or employee of the Society, other than the Board of Directors, has the authority to enter into any employment contract or agreement with an employee, and then only if said contract is in writing and signed by the Board consistent with the Bylaws.

Signature of applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

Interviewer

Date

Employed Yes No

Date of Employment _____

Job Title _____

Hourly Rate/Salary _____

Department _____

By _____

Name and Title

Date

Notes _____

