



# SOUTH COAST HUMANE SOCIETY

## APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, handicap or national origin.

### PERSONAL INFORMATION

Date \_\_\_\_\_ Email Address \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_  
Street City State Zip

Phone No. \_\_\_\_\_ Cell \_\_\_\_\_

Referred By \_\_\_\_\_ Are you 18 years of age or older?  Yes  No

### EMPLOYMENT DESIRED

Position \_\_\_\_\_ Date You Can Start \_\_\_\_\_ Salary Desired \_\_\_\_\_

Are You Employed Now?  Yes  No If So May We Inquire of Your Present Employer?  Yes  No

Ever Applied to the Humane Society Before?  Yes  No Where? \_\_\_\_\_ When? \_\_\_\_\_

### EDUCATION

	Name and Location of School	Circle Last Yr Completed	Did You Graduate?	Subjects Studied and Degree(s) Received
High School Or Equivalent		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade, Business Or Correspondence School		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

### GENERAL

Subjects of Special Study/Training or Research Work \_\_\_\_\_

Job Related Skills (computer, driver's license, etc.) \_\_\_\_\_

Activities (Civic, Volunteer, Athletic, etc.) \_\_\_\_\_

**FORMER EMPLOYERS** List below your last four employers, starting with the most current one first.

Date Month & Year	Name/Address/Phone # of Employer	Salary (upon leaving)	Position	Reason for Leaving
From To	<b>Supervisor:</b>			
From To	<b>Supervisor:</b>			
From To	<b>Supervisor:</b>			
From To	<b>Supervisor:</b>			

**REFERENCES**

List below three persons not related to you, whom you have known at least one year.

Name	Address/Phone #	Position	Years Acquainted
1			
2			
3			

If you are to be hired by the company, you will be required to attest to your identity and employment eligibility including a background investigation, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.

**AUTHORIZATION - PLEASE READ CAREFULLY**

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the Humane Society.

I understand that any employment is conditioned on a background check. I authorize the Humane Society to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the Humane Society, without giving me prior notice of such disclosure. In addition, I release the Humane Society, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either the Humane Society or myself. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Humane Society unless made in writing.

If I am offered employment I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the Humane Society and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the Humane Society the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test, and if I am hired as condition of my employment will be that I abide by the Humane Society's Drug and Alcohol Policy.

I understand that filling out this form does not indicate there is a position open and does not obligate the Humane Society to hire. If hired, I agree to abide by all Humane Society work rules, policies and procedures. The Humane Society retains the right to revise its policies and procedures, in whole or in part, at any time.

Date

Signature