

# EMPLOYMENT APPLICATION



*The Humane Society of Catawba County is an equal opportunity employer. HSCC does not discriminate against applicants or employees because of their age, race, color, religion, national origin, sex (except where sex is a bona fide occupational qualification), disability or on any other basis prohibited by law, including but not limited to disabled veterans and/or veterans of the Vietnam era.*

**PLEASE TYPE OR PRINT LEGIBLY IN BLACK OR BLUE INK**

TODAY'S DATE

LAST NAME	FIRST NAME	M.I.		
CURRENT ADDRESS	CITY	STATE	ZIP	HOME PHONE NUMBER
EMAIL ADDRESS				CELL PHONE NUMBER
DRIVER'S LICENSE #	STATE	EXPIRES	DATE OF BIRTH	

## TYPE OF POSITION DESIRED

POSITION APPLYING FOR

FULL TIME		PART TIME		SUMMER		TEMPORARY		SALARY EXPECTED
YES	NO	YES	NO	YES	NO	YES	NO	
IF PART TIME OR TEMPORARY, PLEASE LIST THE DAYS AND TIMES YOU ARE AVAILABLE TO WORK						PLEASE LIST THE HOURS AVAILABLE		DATE AVAILABLE TO BEGIN
HAVE YOU EVER WORKED FOR HSCC?				YES	NO	IF YES, WHEN?		
HAVE YOU EVER APPLIED TO HSCC?				YES	NO	IF YES, WHEN?		
HOW WERE YOU REFERRED TO THIS COMPANY?								
ARE YOU LEGALLY AUTHORIZED TO WORK IN THIS COUNTRY?						YES	NO	
<p>To comply with the Immigration Reform and Control Act of 1986, if you are hired you will be required to provide documents to establish your identity and your authorization to work in the United States. Such documents will be required within the first three (3) business days following your hire, or upon your first work day if your employment period will be less than three (3) days.</p>								
HAVE YOU EVER BEEN CONVICTED OF A CRIME (MISDEMEANOR OR FELONY)?						YES	NO	
IF YES, PLEASE EXPLAIN:								
<p>Disclosure of a criminal record will not necessarily disqualify you for employment. Each conviction will be evaluated on its own merits with respect to time, circumstance and seriousness, in relation to the job for which you are applying.</p>								

## RECORD OF EDUCATION

Name and Address of School(s)		Dates Attended		Graduate	Type of Degree	Major/Minor
		From (month/year)	To (month/year)			
High School (Last Attended)				YES   NO		
College				YES   NO		
Graduate School				YES   NO		
Technical or Business				YES   NO		

Please list any professional affiliations or accreditations which have a direct bearing upon your qualifications for the job which you are seeking. Indicate all licenses and certifications which may relate to the job for which you are applying.

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Do you have any special skills or abilities which directly relate to the job for which you are applying?

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Please list any and all education/training you have with companion animals, including grooming, medical, obedience coursework.

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## RECORD OF EXPERIENCE (Most Recent Experience First)

Name and Address of <b>Most Recent</b> Employer	Starting Position	Ending Position	
From: _____ To: _____ Date                                Date  Phone: _____  <b>May we contact your current employer? YES NO</b>			
	Salary	Supervisor	Reason for Leaving

Name and Address of Employer	Starting Position	Ending Position	
From: _____ To: _____ Date                                Date  Phone: _____			
	Salary	Supervisor	Reason for Leaving

Name and Address of Employer	Starting Position	Ending Position	
From: _____ To: _____ Date                                Date  Phone: _____			
	Salary	Supervisor	Reason for Leaving

Use this space to describe any previous work history and/or to detail particular job responsibilities listed above. Include any additional information which you feel may be relevant to the job for which you are applying. **Also, list current pets owned and whether they are spayed or neutered and up to date on vaccines.**

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REFERENCES				
Name	<input type="checkbox"/> Business <input type="checkbox"/> Personal	Company	Title	Phone Number
Name	<input type="checkbox"/> Business <input type="checkbox"/> Personal	Company	Title	Phone Number
Name	<input type="checkbox"/> Business <input type="checkbox"/> Personal	Company	Title	Phone Number

**This application shall remain active for 60 days. After 60 days, if you are still interested in employment with the Humane Society of Catawba County, you must fill out a new application.**

I hereby certify that all statements made in this application are true and correct to the best of my knowledge and belief. I understand and agree that any misrepresentation or omission of facts in my application may be justification for refusal to hire, or termination of employment.

I give HSCC the right to investigate all references, to contact all prior employers and to secure additional information about me, if job related. I hereby release from liability HSCC and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between HSCC and me for either employment or for the providing of any benefit. If I am offered and accept employment, I understand that the employment is for no definite period of time and may, regardless of the date and payment of my wages and/or salary be terminated under the provisions of HSCC policy. I understand that if I am employed by HSCC, I will be employed at will.

I understand that I must meet all the physical standards established by HSCC to perform the essential functions of any job for which I am offered employment. I understand that, if offered employment, I might be required as a condition of employment to take a physical examination. I also understand that during employment I might from time to time be subjected to physical examinations and/or physical ability tests to demonstrate that I can perform the essential functions of my job.

I understand that HSCC may from time to time require that I take a drug and/or alcohol test as a condition of employment. HSCC reserves the right to conduct searches on company property of employees and their personal property for alcohol, drugs or for property which might belong to HSCC. HSCC also reserves the right to conduct searches of HSCC's property, vehicles and/or equipment at any time. A refusal to submit to a company search can subject an employee to employment termination.

In signing this form, I certify that I understand all the questions and statements in this application.

\_\_\_\_\_  
Signature of the Applicant

\_\_\_\_\_  
Date

***For Administrative Use Only***

Date Application Received	Referral Source
Interviewed By	Results of Interview
Reference Check Results	