



Application for Employment

PLEASE READ BEFORE COMPLETING THIS APPLICATION

Thank you for your interest in employment with Woods Humane Society. To be considered for employment, you must complete an application. Your completed application will be reviewed carefully; but its receipt does not imply that you will be employed nor will it become an employment agreement. Submission of a personal resume does not preclude the requirement of completing an application for employment. Regardless as to whether or not a resume is submitted, the Application for Employment must be filled out in its entirety.

Personal Information

Position Applied For _____ Date _____

Name _____

Address _____

City _____ State _____ ZIP Code _____

Phone _____ E-mail Address _____

Please list dates and times you are **NOT** available to work with a brief explanation (the facility is staffed 7 days per week)

Sunday _____ Monday _____ Tuesday _____

Wednesday _____ Thursday _____ Friday _____ Saturday _____

Employment Information

List any friends or relatives you have working here _____

How did you hear about the position? _____

Are you 18 years or older? *(If under 18, hire is subject to verification that you are of minimum legal age.)*

Yes No

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country?

Yes No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?

Yes _____ No _____

If no, describe the functions that cannot be performed.

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

Education and Training

Education Level	Name	City, State	Course of Study	Graduate? (circle one)
High School				Yes No
Business or Trade School				Yes No
College or University				Yes No
Graduate School				Yes No

List additional training and special skills _____

List registrations, certifications, and licenses held _____

Employment History

List below all present and past employment starting with your most recent employer (last five years is sufficient). Account for all periods of unemployment. You must complete this section even if attaching a resume.

Name of Employer _____

City, State _____ Type of Business _____ Supervisor _____

_____ Date Began _____ Date Ended _____ Phone _____

Your Position & Duties _____

Reason for Leaving _____

May we contact this employer for a reference? Yes No

Name of Employer _____

City, State _____ Type of Business _____ Supervisor _____

_____ Date Began _____ Date Ended _____ Phone _____

Your Position & Duties _____

Reason for Leaving _____

May we contact this employer for a reference? Yes No

Name of Employer _____

City, State _____ Type of Business _____

Supervisor _____ Date Began _____ Date Ended _____

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Name of Employer _____

City, State _____ Type of Business _____

Supervisor _____ Date Began _____ Date Ended _____

Phone _____

Your Position & Duties _____

Reason for Leaving _____

May we contact this employer for a reference? Yes No

Please explain any time between jobs _____

References

List below three persons not related to you who have knowledge of your work performance within the last three years.

First Name _____ Last Name _____

Address _____ City, State, Zip _____

Phone _____ Occupation _____

Number of Years Acquainted _____

First Name _____ Last Name _____

Address _____ City, State, Zip _____

Phone _____ Occupation _____

Number of Years Acquainted _____

First Name _____ Last Name _____

Address _____ City, State, Zip _____

Phone _____ Occupation _____

Number of Years Acquainted _____

EQUAL EMPLOYMENT OPPORTUNITY

WHS is an equal opportunity employer and strives to comply with all applicable laws prohibiting discrimination in the workplace. WHS is committed to providing a work environment free of sexual or any form of unlawful harassment or discrimination. WHS policy prohibits unlawful discrimination, abridgement or harassment based on race, color, age (over 40), sex, gender, gender identity, gender expression, sexual orientation, national social or ethnic origin, ancestry, citizenship, religion (including, but not limited to, all aspects of religious beliefs, observance or practice, religious dress and grooming practices), marital status, family or parental status, registered domestic partner status, civil union, military and veteran status, sex (including, but not limited to, pregnancy, childbirth, and breastfeeding and related conditions), physical or mental disability, medical condition, genetic information, or any other category protected by applicable federal, state, or local law, or, any other legally protected status. All such discrimination is unlawful and all persons involved in the operations of WHS are prohibited from engaging in this type of conduct. It is our intention that all applicants be given equal opportunity and that selection decisions are based on job related factors.

It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is **unlawful**.

Such conduct by or towards any employee, contract worker, volunteer, customer, vendor or anyone else who does business with WHS will not be tolerated. Any employee, volunteer or contract worker who violates this policy will be subject to disciplinary action, up to and including termination of their employment or engagement. To the extent a customer, vendor or other person with whom WHS does business engages in unlawful harassment or discrimination, WHS will take appropriate corrective action.

Equal employment opportunity will be extended to all persons in all aspects of the employer-employee relationship, including recruitment, hiring, upgrading, training, promotion, transfer, compensation, benefits, leaves of absence, discipline, layoff, recall, termination and other terms and conditions of employment.

In accordance with applicable state and federal law, WHS will attempt to reasonably accommodate qualified individuals with known disabilities unless doing so would create an undue hardship on WHS. Qualified employees with a disability who requires an accommodation to perform the essential functions of the job should contact the House Board and request an accommodation. WHS will engage in an interactive dialogue with the employee in an effort to determine whether WHS can provide reasonable accommodations that will not result in undue hardship to WHS.

Please Read Carefully, Initial Each Paragraph and Sign Below

(Initial)

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

(Initial)

I hereby authorize Woods Humane Society, to thoroughly investigate my references, work record, the references I have listed to disclose to Woods Humane Society, any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. I further understand and authorize Woods Humane Society to conduct a criminal background check upon receipt of a conditional offer letter of employment. Employment is contingent upon a satisfactory background check. No applicant will be denied employment solely on grounds of a criminal offence. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied will be considered. In addition, I hereby release Woods Humane Society, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

(Initial)

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and Woods Humane Society. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or Woods Humane Society, , and that no promises or representations contrary to the foregoing are binding on Woods Humane Society, unless made in writing and signed by me and Woods Humane Society, designated representative.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment at Woods Humane Society, under these conditions.

Signature_____

Print Name_____ Date_____