Employment Application

STRAY HEARTS
ANIMAL SHELTER

date:_____

Personal Information

Full Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Contact #: _____ Alternate Contact #: _____

Email Address: _____

Are you at least 18 years of age or older (circle one)?   YES   NO

Availability

Position Desired: _____

Full Time (circle one):   YES   NO   Part Time (circle one):   YES   NO

Date available to start work (mm/dd/yyyy): _____

Will you work overtime if asked (circle on):   YES   NO

Are you currently employed (circle one):   YES   NO

Are you legally eligible for employment in the United States (circle one)?   YES   NO

Education

Name of High School: _____

Address of High School: _____

Graduation Date: _____

Name of College, University or Trade School: _____

Address of School: _____

Major: _____ Degree: _____

Graduation Date: _____

Employment History (most recent first)

Company Name: _____

Company Address: _____

Employment dates: _____ Hourly Pay: _____

Job Title and Description of Duties:

_____

_____

_____

Reason for Leaving: _____

May we contact them (circle one):   YES   NO

If so, provide supervisor name: _____ Contact #: _____

Company Name: _____

Company Address: _____

Employment dates: _____ Hourly Pay: _____

Job Title and Description of Duties:

_____

_____

_____

Reason for Leaving: _____

May we contact them (circle one):   YES   NO

If so, provide supervisor name: _____ Contact #: _____

Company Name: _____

Company Address: _____

Employment dates: _____ Hourly Pay: _____

Job Title and Description of Duties:

_____

_____

_____

Reason for Leaving: _____

May we contact them (circle one):   YES   NO

If so, provide supervisor name: _____ Contact #: _____

Have you ever been employed at Stray Hearts Animal Shelter before (circle one)?

YES   NO

Have you been convicted of crime in the past ten years (circle one)?

YES   NO

If so, please provide offense(s): _____

Can you perform the essential functions of the position you are applying for (circle one)?

YES   NO

If not, please explain:

_____
_____

How did you learn about our organization?

_____

Please list any special skills or interests which would help us better understand your qualifications for the position you desire:

_____
_____

References

Name: _____   Title: _____

Relationship: _____   How long acquainted? _____

Contact #: _____   Email: _____

Name: _____   Title: _____

Relationship: _____   How long acquainted? _____

Contact #: _____   Email: _____

Name: _____   Title: _____

Relationship: _____   How long acquainted? _____

Contact #: _____   Email: _____

Stray Hearts Hiring Policy

All applicants must complete an employment application. Stray Hearts may also require a resume and letters of reference depending on the position being applied for. An applicant applying for kennel position may be asked to participant in a half day working interview. Those who do not meet our employment requirements, for whatever reason, will remain classified as applicants.

Following Stray Hearts review of all applications, management will begin interviewing the most qualified candidates. Stray Hearts will make conditional offers of employment to those candidates selected during the interview process. Employment offers are contingent upon the applicant's acknowledgement of Stray Hearts hiring policies as well as consenting and passing all necessary drug, background and reference checks and any other stated condition. Following an acceptance of an offer of employment, new employees will be given the workplace rules, policies and other information about the position. Authorization forms and policies must be signed before employment begins.

By signing below you acknowledge that the information you have provided is accurate and true, and that you have read and understand the Stray Hearts hiring policies.

Applicant's signature   Date

_____   _____