



Celebrating the bond between people and pets.

Application for Employment

General Information		
Name		Today's Date
Nickname	Email	
Address		Apt/Space #
City	State	ZIP Code
Telephone	Cell	
Job Applying for		Wage Desired

Days you are available to work: Mon Tues Weds Thurs Fri Sat Sun
 For what schedule are you applying? Full-time Part-time On-Call
 Have you read the job description of the job for which you are applying?..... Yes No
 Can you perform the duties of the position, with or without reasonable accommodation?.. Yes No
 Are you available to work the scheduled hours and days of the position?..... Yes No
 Are you a high school graduate or G.E.D. holder?..... Yes No
 You must be a minimum of 18 years of age to work at WHS. Are you at least 18 years old?. Yes No
 Have you ever been convicted of a crime other than a minor traffic offense?..... Yes No
 If "Yes", please explain: _____

Please note, a "yes" answer will not bar you from consideration for employment

Education

School Name and Address	Major	Graduate?
High School		Yes / No
Technical School or Community College		Yes / No
University		Yes / No
Graduate School		Yes / No

References

List three co-workers, supervisors and/or managers who are familiar with your qualifications and who are willing to speak about your actual work abilities and history.

Name	Title / How do you know this person?	Years Known	Phone Number

Special Skills, Qualifications and Considerations

Summarize special certificates, honors, skills and qualifications, volunteer activities, experiences, employment or other activities related to the job you are seeking:

--

--

Describe any experience you may have working with animals:

--

--

Employment / Volunteer History

List your three most recent jobs in order, starting with your current or most recent job.

Most Recent Employer		Supervisor's Name	
Address		Phone Number	
Position(s) held		Employed from	Employed until
Starting Wage	Ending Wage	May we contact?	
What were your duties?			
What did you like most about your job?			
What did you like least about your job?			
What was your reason for leaving?			

Previous Employer		Supervisor's Name	
Address		Phone Number	
Position(s) held		Employed from	Employed until
Starting Wage	Ending Wage	May we contact?	
What were your duties?			
What did you like most about your job?			
What did you like least about your job?			
What was your reason for leaving?			

Previous Employer		Supervisor's Name	
Address		Phone Number	
Position(s) held		Employed from	Employed until
Starting Wage	Ending Wage	May we contact?	
What were your duties?			
What did you like most about your job?			
What did you like least about your job?			
What was your reason for leaving?			

How did you learn of this position? Referred by _____

Newspaper WHS Website Employment Department College Career Services Center

Word of Mouth Volunteer Newsletter Craigslist Other (please explain) _____

Applicant's Acknowledgement and Release of Liability

Willamette Humane Society is an Equal Opportunity Employer. We do not discriminate on the basis of age, sex, color, national origin, religion, disability, marital status, veteran status, genetic information, sexual orientation or any class protected by law.

Willamette Humane Society is a drug-free and smoke-free workplace. Employment will be contingent upon your passing a drug screen conducted at the Society's expense.

I understand that Willamette Humane Society is an "at will" employer. I understand that just as I am free to resign at any time, Willamette Humane Society reserves the right to terminate my employment at any time for any reason not prohibited by law.

I swear I have never been discharged from employment for theft, insubordination, intentional disregard of the safety of any person or animal, violence, use of drugs or alcohol while at work, or any illegal activity.

I swear that the information given above is true and complete to the best of my knowledge. I give Willamette Humane Society authority to conduct any investigation of the information given that is necessary to reach an employment decision. I release Willamette Humane Society, all references and named employers provided from any and all liability associated with obtaining information regarding my performance as an employee or volunteer.

Applicant Signature: _____ Date: _____