



# Willamette Humane Society

*Celebrating the bond between people and pets.*

## APPLICATION FOR EMPLOYMENT

### General Information

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Date available for employment \_\_\_\_\_

Have you been employed by this company previously?  No  Yes (When? \_\_\_\_\_)

Are you currently employed?  No  Yes (Where? \_\_\_\_\_)

Type of work desired \_\_\_\_\_ Wages desired \_\_\_\_\_

What shifts are you available for?  Full-time  Part-time

Have you read the job description of the job for which you are applying?  Yes  No

Can you perform the essential functions of the job as outlined in the job description?  Yes  No

Have you ever been convicted of a crime other than a minor traffic offence?  No  Yes

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

If "yes", please explain: \_\_\_\_\_

### Education

High

College

Graduate

School names \_\_\_\_\_

Circle highest year completed

9 10 11 12

13 14 15 16

17 18 19 20

### Special Skills, Qualifications & Considerations

Summarize special skills and qualifications, such as volunteer activities, experiences, employment or other activities related to the job you are seeking. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## References

List three non-relatives who are familiar with your qualifications and actual work history and ability.

(Providing names and contact information gives us permission to contact them.)

Name	Occupation/Relationship	Years Known	Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Employment Experience

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

Employer \_\_\_\_\_ Supervisor \_\_\_\_\_  
Business Address \_\_\_\_\_ Phone \_\_\_\_\_  
Position(s) Held \_\_\_\_\_ Employed \_\_\_\_\_ to \_\_\_\_\_  
Salary (hourly) start \_\_\_\_\_ end \_\_\_\_\_  
Duties? \_\_\_\_\_  
\_\_\_\_\_

What did you like most about your job? \_\_\_\_\_  
\_\_\_\_\_

What did you like least about your job? \_\_\_\_\_  
\_\_\_\_\_

Your reasons for leaving? \_\_\_\_\_  
\_\_\_\_\_

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Employer \_\_\_\_\_ Supervisor \_\_\_\_\_  
Business Address \_\_\_\_\_ Phone \_\_\_\_\_  
Position(s) Held \_\_\_\_\_ Employed \_\_\_\_\_ to \_\_\_\_\_  
Salary (hourly) start \_\_\_\_\_ end \_\_\_\_\_  
Duties? \_\_\_\_\_  
\_\_\_\_\_

What did you like most about your job? \_\_\_\_\_  
\_\_\_\_\_

What did you like least about your job? \_\_\_\_\_  
\_\_\_\_\_

Your reasons for leaving? \_\_\_\_\_

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Employer \_\_\_\_\_ Supervisor \_\_\_\_\_

Business Address \_\_\_\_\_ Phone \_\_\_\_\_

Position(s) Held \_\_\_\_\_ Employed \_\_\_\_\_ to \_\_\_\_\_

Salary (hourly) start \_\_\_\_\_ end \_\_\_\_\_

Duties? \_\_\_\_\_

What did you like most about your job? \_\_\_\_\_

What did you like least about your job? \_\_\_\_\_

Your reasons for leaving? \_\_\_\_\_

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Employer \_\_\_\_\_ Supervisor \_\_\_\_\_

Business Address \_\_\_\_\_ Phone \_\_\_\_\_

Position(s) Held \_\_\_\_\_ Employed \_\_\_\_\_ to \_\_\_\_\_

Salary (hourly) start \_\_\_\_\_ end \_\_\_\_\_

Duties? \_\_\_\_\_

What did you like most about your job? \_\_\_\_\_

What did you like least about your job? \_\_\_\_\_

Your reasons for leaving? \_\_\_\_\_

Describe any experience you may have working with animals. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What role do you feel the Humane Society plays in the community? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What do you enjoy about working with the public? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What do you do to ensure a good working relationship with co-workers and others? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What strengths do you feel that you would bring to this job? What types of animals do you currently own? \_\_\_\_\_

\_\_\_\_\_

### **Please tell us how you learned of this position**

(This is for our information only and will be used only to help us determine the most effective areas of recruitment. Your help is greatly appreciated)

Newspaper  WHS Website  Employment Department  College Career Services Center

Word of mouth  Referred (by whom?) \_\_\_\_\_  Other \_\_\_\_\_

### **Applicant's acknowledgement**

Willamette Humane Society is an Equal Opportunity Employer. We do not discriminate on the grounds of religion, color, national origin, marital status, disability or any class protected by law.

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

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 understand that any false or misleading information provided on my application will result in the disqualification of my application or immediate termination if I am employed.

I understand that the 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.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**Willamette Humane Society**  
**Authorization to Release Reference Information**

I, \_\_\_\_\_, authorize my previous employers to release the following information to Willamette Humane Society regarding my employment history:

- Dates of employment and rate of pay
- Position(s) held
- Reason for separation
- Eligibility for rehire
- Attendance (excluding legally protected absences)
- Relationships with co-workers, subordinates, supervisors, and customers
- Quality and quantity of work
- Strengths and weaknesses
- Any other information relevant to suitability for position (i.e. performance, abilities, skills, training, etc.)

Exceptions:

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date