

Date of Application: _____

Position Applying For: _____

Humane Society of El Paso Application for Employment

Please print all information clearly

The Humane Society of El Paso does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, gender, veteran status, age or disability. No question on this application is intended to secure information to be used for any unlawful purpose. The Humane Society will not be able to offer or continue employment unless the applicant's background meets set hiring standards. If there is not enough room to fully disclose all requested information on this form. Please respond on a separate sheet of paper.

Personal Information

Name: _____
Last First Middle

Present Address: _____
Number Street City State Zip

Previous/Alternate Address: _____
Number Street City State Zip

Telephone Number: _____ Social Security Number: _____

If previously employed under another name please list: _____

Are you legally entitled to work in the United States? _____ Yes _____ No

Have you ever been convicted of or pled guilty to any type of crime or offence other than minor traffic violations? (A conviction record will not necessarily be a bar to employment. Various factors will be taken into consideration.) _____ Yes _____ No If yes, explain number of convictions, nature of offense leading to conviction, date committed, punish imposed and types of rehabilitation, of pertinent.

What languages, other than English, do you speak/read/write? _____

Employment desired _____ Full-time _____ Part Time _____ Full or Part time

Date Available to start, if offered employment: _____

Have you ever been employed with the Humane Society of El Paso? _____ Yes _____ No

Have you ever applied here before? _____ Yes _____ No When? _____

Do you now or have you ever had relatives working here? _____ Yes _____ No If yes, name the individual and state the relationship: _____

Do you currently know anyone who works here? _____ Yes _____ No If yes, name the individual and state the relationship: _____

Have you ever been discharged from any job for violent or inappropriate physical or verbal behavior, or a related offense or any offense at all? _____ Yes _____ No If yes, please explain: _____

Do you have a current Driver's License? _____ Yes _____ No
Drivers License Number & State of Issue: _____ Expiration Date: _____

Have you had any accidents in the last three years? _____ Yes _____ No

Have you had any moving violations in the last three years? _____ Yes _____ No

If you answered yes to either of the two questions above, how many? _____

What is your means of transportation to and from work? _____

Have you ever been in the Armed Forces? _____ Yes _____ No Do you have a reserve obligation to the Armed Forces? _____ Yes _____ No

Education

Type of School	Name of School	Location of School	Number of Years Completed	Degree/Major
High School				
Business or Vocational School				
College or University				

Do you hold any educational honors or certificates? _____ Yes _____ No If yes, list honors or certificates. _____

What activities were you involved in high school/college?

If you did not graduate, why did you leave school or college? _____

Are you planning on pursuing further studies? _____ Yes _____ No If yes, when, where and what courses? _____

What are your career goals? _____

Name of Employer: _____

Address: _____

Number Street City State Zip

Supervisor Name and Title: _____

Phone Number: _____ Job Title: _____

Employment Begin Date: _____ Employment End Date: _____

Duties & Responsibilities: _____

List any promotions or advancements or new skills learned while you worked here:

Reason for Leaving (be specific):

Name of Employer: _____

Address: _____

Number Street City State Zip

Supervisor Name and Title: _____

Phone Number: _____ Job Title: _____

Employment Begin Date: _____ Employment End Date: _____

Duties & Responsibilities: _____

List any promotions or advancements or new skills learned while you worked here:

Reason for Leaving (be specific):

Name of Employer: _____

Address: _____

Number Street City State Zip

Supervisor Name and Title: _____

Phone Number: _____ Job Title: _____

Employment Begin Date: _____ Employment End Date: _____

Duties & Responsibilities: _____

List any promotions or advancements or new skills learned while you worked here:

Reason for Leaving (be specific):

Unemployment Record

Account for all periods of unemployment of 60 days duration or more since you left school until the present time.

From: Month/Year	To: Month/Year	State What You Were Doing

May we contact your present or most recent employer? _____ Yes _____ No

Please list two references other than relatives or previous employers who have known you for at least 3 years.

Name: _____	Name: _____
Occupation: _____	Occupation: _____
Relationship to you: _____	Relationship to you: _____
Address: _____	Address: _____
Phone #: _____	Phone #: _____

I certify that all statements and representations made in this application are true and correct and that I have not withheld anything which would, if disclosed, adversely affect my application. I understand that the Humane Society relies upon such statements in making its employment decisions, and I authorize the Humane Society to investigate all such statements contained herein. I understand and agree that any misrepresentation will be sufficient cause for cancellation of the application and/or separation from the Humane Society if such misrepresentation is discovered at any time after my employment.

By virtue of my signature below, I acknowledge acceptance of the following statements:

I hereby authorize the Humane Society to obtain an investigative consumer report, if applicable, in connection with my application for employment. I am aware that the Fair Credit Reporting Act, Public Law 91-508, requires that the Humane Society advise me that in connection with my application for employment, that an inquiry may be made which will provide applicable information concerning my prior employment, character, reputation and mode of living. I understand that upon written request, additional information as to the nature and scope of the investigation will be provided to me. I further understand that the Humane Society may require, as a condition of employment, that I submit to a testing for alcohol and/or illegal drugs.

I hereby authorize the Humane Society to contact all employers, individuals and educational institutions (as specified on this form) for reference purposes, and I release the Humane Society from any and all liability, including liability arising from the employer's negligence, upon verification of my prior employment history, criminal record, references and any other background information. Additionally, I authorize the Humane Society to supply my employment record, in whole or in part, and in confidence, to any prospective employer, government agency or other party with legal or proper interest. I release from any and all liability arising from negligence, all persons and entities who supply the Humane Society with information pertaining to my prior employment, criminal record, references, and any other background information. Furthermore, if I am employed by the Humane Society, I agree as a condition of continued employment, to otherwise fully cooperate with any internal investigation conducted by the Humane Society.

Nothing contained in this employment application shall constitute a contract of employment, and I understand and agree that if I am employed, such employment will be "at-will." I understand that any oral statements made to the contrary are not authorized by the Humane Society management and should not be relied on by me. In the event of my employment, I will comply with all rules and regulations as set forth in the Humane Society's Policy Manual or other communications distributed to all employees. I hereby acknowledge that I voluntarily signed this application and that I have read and understand the above statements.

Signature of Applicant

Date