



EMPLOYMENT APPLICATION

Updated 3/6/18

You are welcome to submit a résumé in addition to this application, however it is not required.

Name: _____ Date: _____

Address: _____

City, State, Zip: _____ Phone: _____

Email: _____

WORK PREFERENCE

Desired Position: _____ Expected Pay: _____ Date available for work: _____

List job benefits, other than wages, you expect or want in order of importance:

(1) _____ (2) _____ (3) _____

List any special skills you may have:

Are you seeking Full Time or Part Time employment?

Do you expect to be engaged in any additional business or employment that may affect your employment? **Yes No**

Do you have any commitments or agreements with another employer that may affect your employment? **Yes No**

Do you have any ongoing obligations that may affect your work schedule? **Yes No**

If you answered "yes", please explain

CURRENT EMPLOYMENT

Are you currently employed? **Yes No**

Do you have to give advance notice to your current employer? **Yes No**

May we contact your current employer for a reference? **Yes No**

PERSONAL INFORMATION AND PREVIOUS EMPLOYMENT

If hired, you will be required to furnish proof of your eligibility to work in the U.S.

Are you 18 years of age or older? **Yes No**

Are you related to, or do you know anyone employed at HSU? **Yes No**

If yes, please give name of employee and your relationship to him/her: _____

Have you ever applied here before? **Yes No**

Have you ever worked here before? **Yes No**

Have you ever been fired from a job or asked to resign? **Yes No**

If you answered "yes" to the last question, please explain

DRIVING JOBS ONLY

Do you have a valid driver's license? **Yes No** State Licensed In _____

Have you had your driver's license suspended or revoked in the last three years? **Yes No**

If you answered "yes" to the last question, please explain

PLEASE LIST THREE PROFESSIONAL REFERENCES

1. _____ Phone # () _____

2. _____ Phone # () _____

3. _____ Phone # () _____

WORK HISTORY (List most recent employer first)

Company Name _____ Phone () _____
Address _____
Dates of Employment (MO/YR) _____ to _____ Starting Wage _____ Ending Wage _____
Job Title and Duties _____
Reason for leaving _____ Supervisor(s) _____

Company Name _____ Phone () _____
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QUESTIONNAIRE

- | | | | |
|----|--|------------|-----------|
| 1. | Is there any reason you would not be able to work with any animal (dog, cat, rabbit, ferret etc.)? | Yes | No |
| 2. | Have you ever been <i>convicted</i> of possession of an illegal substance?* | Yes | No |
| 3. | Have you ever been <i>convicted</i> of a misdemeanor or felony offense?* | Yes | No |
| 4. | Have you ever been <i>convicted</i> of cruelty to animals? | Yes | No |
| 5. | Are you willing to submit to a background check and a drug/alcohol exam? | Yes | No |
| 6. | Are you able to lift 50 lbs. repeatedly on a daily basis? | Yes | No |

*** A criminal record does not automatically disqualify employment.**

*The following questions are designed to help determine whether your lifestyle and attitude towards animals are compatible with the goals and programs of the Humane Society of Utah, as well as to ensure that there are no conflicts of interest. "Household" means you and all persons **related** to you who currently reside with you (i.e. spouse, child, parents, etc.). Please answer all questions to the best of your ability.*

7. Do **any** members of your household:
- Have any objection to spaying/neutering companion animals? **Yes** **No**
 - Engage in breeding animals? **Yes** **No**
 - Engage in raising animals for fur production or wear fur coats to social functions? **Yes** **No**
 - Use any device for trapping animals that causes injury and/or death? **Yes** **No**
 - Affiliate with any company involved in cosmetic or product testing using animals? **Yes** **No**
 - Affiliate with any facility that engages in medical research involving animals? **Yes** **No**
 - Hunt for pure sport, hunt exotic animals, or hunt and display "trophies"(i.e. heads, antlers, rugs)? **Yes** **No**
 - Participate in any way with local, state, or national rodeos? **Yes** **No**
8. Have you failed to have any of your companion animals spayed or neutered? **Yes** **No**

If you answered "yes" to any part of question #7 or question #8, please explain

APPLICANT AGREEMENT (PLEASE READ CAREFULLY BEFORE SIGNING)

I hereby certify that the information I provided is correct to the best of my knowledge. I understand that false or misleading information given in my application or interview(s) may result in rejection of my application or, if hired, dismissal. I authorize the Humane Society of Utah to make inquiries of my personal, employment, financial (if applicable), and other related matters as may be necessary for an employment decision. I hereby release any of the persons or organizations listed in my application from all liability when responding to inquiries in connection with my application. In my being considered for employment by the Humane Society of Utah, I agree to adhere to the rules and regulations of the organization and hereby acknowledge that these rules and regulations may be changed by the Humane Society of Utah at any time. In addition, I acknowledge that my employment may be terminated, and any offer of employment, if such is made, may be withdrawn, with or without prior notice, at any time, at the option of either the Humane Society of Utah or me. I understand that no one other than the Executive Director has the authority to enter into any employment agreement. Any written or oral statement to the contrary by any other agent of the Humane Society of Utah is invalid and should not be relied upon by any prospective or existing employee. I hereby acknowledge that I have been advised that this application will remain active for no more than 90 days from the date it was signed.

Applicant Signature

Date

The Humane Society of Utah is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity, or gender expression.