



**EMPLOYMENT APPLICATION** Updated 9/29/2023

**Please submit a résumé in addition to this application.**

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

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**WORK PREFERENCE**

Desired Position: \_\_\_\_\_ Date available for work: \_\_\_\_\_

What languages are you fluent in? \_\_\_\_\_

What type of employment are you seeking?  Full Time  Part Time

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

**If you answered "yes", please explain**

**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/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**

**PLEASE LIST THREE WORK RELATED 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)** \_\_\_\_\_

**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 charged or *convicted* of possession of an illegal substance, misdemeanor/felony, or cruelty to animals?\* **Yes No**
- 3. Are you willing to submit to a background check and a drug/alcohol exam? **Yes No**
- 4. Are you able to meet job description requirements? **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 to you who currently reside with you. Please answer all questions to the best of your ability.*

- 5. Do **any** members of your household:
  - Have any objection to spaying/neutering companion animals? **Yes No**
  - Engage in breeding animals? **Yes No**

**If you answered "yes" to any of the above questions, 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, and 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.*