

EMPLOYMENT APPLICATION

Date: _____

Position applying for: _____

Last name: _____ First name: _____ Middle: _____

Street: _____ City: _____ State: _____

Zip: _____ Home phone: _____ Work phone: _____

Cell Phone: _____ If neither, where can you be reached? _____

When will you be available to start work? _____

Salary desired? _____ Are you available to work on weekends and holidays? **YES NO**

Please list the hours that you are available for each day:

MON: _____ TUES: _____ WED: _____ THURS: _____ FRI: _____ SAT: _____ SUN: _____

EDUCATION AND TRAINING

High School: _____ City: _____ State: _____

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 GED

| Education beyond High School | Name and Location | Attended | | Circle # of years completed | Credit hours | Degree, diploma, or certificate | Major Subject |
|------------------------------|-------------------|----------|----|-----------------------------|--------------|---------------------------------|---------------|
| | | From | To | | | | |
| College or University | | | | 1 2 3 4 | | | |
| Graduate or Professional | | | | 1 2 3 4 | | | |
| Other | | | | 1 2 3 4 | | | |

Are you enrolled in school now? **YES NO**

If yes, where?

Course of study? _____

Fields of work for which you are licensed, registered, or certified. Give date(s) and source(s) of issuance.

GENERAL INFORMATION

Are you currently authorized to work in the United States on a full-time basis? **YES NO**

Military status: Are you a veteran? **YES NO** Dates of service: _____

Branch: _____

Are you related by blood, marriage, or domestic partner to anyone now employed by GCHS? **YES NO**

If yes, give name, relationship, and position: _____

EMPLOYMENT RECORD

List your present or most recent employer **FIRST**.

Including U.S. Armed Forces experience, and volunteer or unpaid experience.

| |
|---|
| Title of present or last position : _____ Wage: _____ per HOUR WEEK MONTH |
| Employer: _____ Supervisor's name and title: _____ |
| Address: _____ City: _____ State: _____ |
| Phone: _____ |
| Duties: _____ |
| Reason for leaving: _____ Start date: _____ End date: _____ |

| |
|---|
| Title of present or last position : _____ Wage: _____ per HOUR WEEK MONTH |
| Employer: _____ Supervisor's name and title: _____ |
| Address: _____ City: _____ State: _____ |
| Phone: _____ |
| Duties: _____ |
| Reason for leaving: _____ Start date: _____ End date: _____ |

Title of present or last position : _____ Wage: _____ per HOUR WEEK MONTH

Employer: _____ Supervisor's name and title: _____

Address: _____ City: _____ State: _____

Phone: _____

Duties:

Reason for leaving: _____ Start date: _____ End date: _____

If you are currently employed, may we contact your employer regarding your experience and qualifications?
YES NO

SKILLS

Please list any skills and abilities you wish to be considered. Include skills with equipment or machines you operate, special computer knowledge, laboratory techniques and the like.

REFERENCES NAME PHONE OCCUPATION YEARS KNOWN

1. _____
2. _____
3. _____
4. _____

PRE-EMPLOYMENT DRUG SCREENING

I give my permission to be tested for pre-employment drug screening. I understand that the results of this test will determine my eligibility for employment with The Gulf Coast Humane Society.

APPLICANT SIGNATURE: _____ DATE: _____

I hereby certify that all statements on the application are true and complete to the best of my knowledge and belief. I understand that if I am employed by The Gulf Coast Humane Society, and any false or incomplete information is discovered, I may be terminated. I authorize persons, schools, current employer(s) and any other individuals, organizations, or employers to provide GCHS with any relevant information needed to consider my candidacy. I release all such individuals, organizations, and employers from any liability on account of having furnished such information. I further release GCHS with regard to inquiries related to my candidacy for employment.

APPLICANT SIGNATURE: _____ DATE: _____

DO NOT WRITE BELOW THIS LINE – GCHS OFFICE USE ONLY

Interviewed by: _____ Date: _____

REMARKS:

Neatness: _____

Character: _____

Personality: _____

Ability: _____

HIRED? YES NO

POSITION: _____ SALARY/ WAGES: _____

START DATE: _____