



1408 McNeil Rd Rock Falls Il 61071
815-626-2994

Application For Employment

It is Happy Tails' Policy to provide equal employment Opportunities to all employee and applicants for employment without regard to race color, religion, gender, national origin age, mental or physical abilities, or sexual orientation.

Please Print – All questions must be answered

Position applied for _____ Date of Application _____

Contact

Information Last name _____ First name _____ Middle Name _____

Address _____ City _____ State _____ Zip _____

Daytime Phone# _____ Evening Phone # _____

E-mail address _____

Have you ever worked under another name Yes No

if yes, what name? _____

Eligibility

Are you related to any Board member or staff member of this shelter? Yes No

If yes, please state name, position and relationship _____

If you are under 18 years of age, can you provide required proof of your eligibility to work

YES NO

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? Yes No

Have you been convicted of a felony within the last 7 years? Yes No

(Conviction will not necessarily disqualify an applicant from employment)

If Yes, Please explain _____

Employment Status Are you currently employed? Yes NO May we contact your present employer: Yes No

Are you available to work Full Time Part Time Split Shifts Temporary

Can you work any day of the week if required? Yes No

If No, Please explain _____

Can you travel if a job requires it? Yes No Do you have a valid driver's License Yes No

Education & Related Activities

	High School	Undergraduate College/University	Graduate/ Professional
School name			
Location			
Years completed (Please circle)	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
Course of Study			
Did you Graduate?			
Describe any specialized training apprenticeship or			
Describe honors you have received			
Describe additional educational or training information that will help us in			
Professional, trade, business or civic activities and offices held (you may exclude memberships which would reveal sex, race,			

Professional References List three references whom you have known for at least five years and who are not relatives

Name	Address	Phone	Occupation

Employment Experience Start with your present or most recent job. Include any job-related military service assignments and volunteer activities. (You may exclude organizations which indicate race, color, religion, ect.)

Please complete every field in the Employment Experience Section, even if the information is provided in your resume.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Phone Number	Hourly Rate or Salary		
	Starting	Final	
Supervisor			
Job Title			
Reason for leaving			

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I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by Happy Tails Humane Society.

I understand that any employment is conditioned on a background check. I authorize any person, organization or company listed on this application to furnish you any and all information concerning my previous employment, education and qualifications for employment. I also authorize you to request and receive such information. In consideration for my employment, I agree to abide by the rules and regulations of the company, which rules may be changed, withdrawn, added or interpreted at any time, at the company's sole option and without prior notice to me. Additionally, I understand that nothing contained in this employment application or in the granting of any interview is intended to create an employment contract between Happy Tails Humane Society and myself for any term of employment or for the providing of any benefit. No promises regarding employment have been made to me and I understand that no such promise or guarantees are binding upon Happy Tails Humane Society unless in writing I further understand that no agent or representative other than the President, Vice President or the Director of Operations has the authority to enter into any agreement for employment for any specific period of time, or to make any contract to the forgoing.

Applicants Signature _____ Date _____