



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	<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			
Supervisor			
Job Title			
Reason for leaving			
Employer	Dates Employed		Work Performed
	From	To	
Address			
Phone Number			
Supervisor			
Job Title			
Reason for leaving			
Employer	Dates Employed		Work Performed
	From	To	
Address			
Phone Number			
Supervisor			
Job Title			
Reason for leaving			

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 \_\_\_\_\_