



## HUMANE SOCIETY OF GREENWOOD

235 Wilbanks Circle / P.O. Box 49776  
Greenwood, SC 29649 (864) 942-8558

### AT-WILL EMPLOYMENT APPLICATION

THIS APPLICATION IS NOT AN EMPLOYMENT CONTRACT but merely is intended to evaluate suitability for employment. It is the policy of the company to provide equal employment to all qualified persons without discrimination on the basis of sex, race, color religion, age, marital status, national origin, citizenship, disability, veteran status, or any other status protected under state and federal law. It is also the policy of the company to have the option of conducting pre-employment screening before a job offer is made. If a job offer is made, employment may be contingent upon a successful completion of a medical examination, which may include providing body substance samples. This application will remain active for six months.

#### Applicant Data:

Position Applied for: \_\_\_\_\_ Date: \_\_\_\_\_

Full Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell/Other: \_\_\_\_\_

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

Date Available: \_\_\_\_\_ Social Security #: \_\_\_\_\_ Salary Requirement: \_\_\_\_\_

If you are under 18 and we require a work permit? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever worked for this company? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, when? \_\_\_\_\_

Are you a citizen of the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

If not, are you legally allowed to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

Type of employment desired: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Temporary Seasonal \_\_\_\_\_

Have you ever pled "guilty," "no contest," or been convicted of a crime? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please give the dates and details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Answering "yes" to these questions does not constitute an automatic rejection for employment. Date of the offense, seriousness and nature of the violation, rehabilitation, and position applied for will be considered.*

Driver's license number: \_\_\_\_\_ State: \_\_\_\_\_

Who referred you to us? \_\_\_\_\_

Have you ever volunteered for our organization? Yes \_\_\_\_\_ No \_\_\_\_\_

#### Education:

High School: \_\_\_\_\_ # of years attended: \_\_\_\_\_

Did you graduate: Yes \_\_\_\_\_ No \_\_\_\_\_ Major: \_\_\_\_\_ GPA \_\_\_\_\_

College/University: \_\_\_\_\_ # of years attended: \_\_\_\_\_

Did you graduate: Yes \_\_\_\_\_ No \_\_\_\_\_ Major: \_\_\_\_\_ GPA \_\_\_\_\_  
Other: \_\_\_\_\_ # of years attended: \_\_\_\_\_  
Did you graduate: Yes \_\_\_\_\_ No \_\_\_\_\_ Major: \_\_\_\_\_ GPA \_\_\_\_\_

**References:**

Please furnish names, addresses and telephone numbers of two people who you are not related to and who you have not worked for:

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

City: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

City: \_\_\_\_\_ Phone #: \_\_\_\_\_

Summarize your skills or qualifications for this position: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Previous Employment** (begin with most recent position):

Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_ Position: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Starting Salary & Title: \_\_\_\_\_ Ending Salary & Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for a reference: Yes \_\_\_\_\_ No \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_ Position: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Starting Salary & Title: \_\_\_\_\_ Ending Salary & Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for a reference: Yes \_\_\_\_\_ No \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_ Position: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Starting Salary & Title: \_\_\_\_\_ Ending Salary & Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for a reference: Yes \_\_\_\_\_ No \_\_\_\_\_

Please respond to the following questions and comments as thoroughly as possible:

1. Unfortunately, due to the pet overpopulation problem, the saddest responsibility with which the Humane Society of Greenwood is faced is the tragedy of having to

euthanize (put to sleep) unwanted animals. You must be aware of this, and some job classifications are trained to participate. Explain your feelings and attitudes on this subject:

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2. You will be working directly with the public on many emotional and controversial subjects as a representative of the Humane Society of Greenwood. Have you had previous experience with the public? Explain.

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3. Continuous cleaning and disinfecting of the kennels, cattery, shelter and office is necessary daily to ensure the health of the animals and to keep up the appearance of the shelter. Are you willing to accept this as part of your job?

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4. Part of our responsibility is educating the public on problems of pet overpopulation and animal welfare. Please state your feelings on the subject.

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5. We are a not-for-profit corporation and operate on a limited budget. We insist our staff report to work on time with minimal absenteeism. Would anything prevent you from doing this? If so, please explain.

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*(Note: The first ninety days of employment are probationary. During this time, the adoption of an animal by you from the Humane Society of Greenwood is prohibited unless authorized by the Executive Director.)*

1) I authorize the investigation of all statements contained in this application and release from all liability any persons or employers supplying such information, and I also release the company from all liability which might result from making the investigation.

2) I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission of facts on this application (or on any required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.

3) I agree, if I am offered and accept a position, to conform to all existing and future Company rules and regulations and I understand that the Company reserves the right to change wages, hours and working conditions as deemed necessary. I ALSO UNDERSTAND THAT, IF HIRED, MY EMPLOYMENT WILL BE AT-WILL, MEANING THAT EITHER PARTY CAN END THE EMPLOYMENT RELATIONSHIP AT ANY TIME AND FOR ANY OR NO REASON.

4) I understand that any employment offer is contingent upon my providing with three (3) working days of employment, valid proof of identity and eligibility to work in order to comply with the Immigration Reform and Control Act of 1986.

5) I have read and reviewed the information provided in this application and the above statements. By signing this application for employment I certify that I understand all parts of it and have answered all questions completely and fully.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Please either mail to HSOG, P.O. Box 49776, Greenwood, SC, 29649 or, fax to 864.942.8680 or email to [humane@gwdhumanesociety.org](mailto:humane@gwdhumanesociety.org)