



HUMANE SOCIETY OF GREENWOOD

235 Wilbanks Circle / P.O. Box 49776
Greenwood, SC 29649 (864) 942-8775

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:

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.

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?

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

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.

(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