



Anderson Humane Society - Application for Employment

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Qualified applicants are considered for employment without regard to race, color, religion, gender, national origin, age, mental or physical disabilities, marital status, veteran status, sexual orientation, gender identity and/or expression, genetic information, or any other characteristic protected by applicable law. All employment decisions shall be consistent with the principles of equal opportunity employment. Accommodations to enable all individuals to participate in the application process may be provided upon advance request.

ANSWER ALL QUESTIONS - PLEASE PRINT Return by email (andersonhumaneky@gmail.com) or by mail Anderson Humane Society 1410 Versailles Road, Lawrenceburg Ky. 40342 or drop by the Adoption Center

Applicant's Name (Last) (First) (Middle)		Date of Application	
Applicant's Address (Street)		Applicant's Email Address	
Applicant's Address (City, State, Zip)			
Telephone ()			
Position(s) Applied For (List Job Titles)		Status Desired <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	
How did you become aware of the position: <input type="checkbox"/> Anderson Humane Website <input type="checkbox"/> Advertisement on social media <input type="checkbox"/> Current Employee or Board Member <input type="checkbox"/> Other			
Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have basic computer skills? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Limited	Are you familiar with: Word _____ Excel _____ Fb _____ Twitter _____ SnapChat _____ Other _____	Date Available to start work _____
Have you filed an application or been employed or volunteered at a Humane Society before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes give date(s)			
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you eligible to be lawfully employed in the United States (proof of citizenship or immigration Status will be required upon employment)? <input type="checkbox"/> Yes <input type="checkbox"/> No		
List any experience or skills you possess that you believe many benefit you in this position. Focus on those with dogs and cats.			
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide all detail* <small>*Conviction of a crime will not automatically disqualify you from employment.</small>		A background check will very possibly occur on candidates. Do we have approval to conduct one? <input type="checkbox"/> Yes <input type="checkbox"/> No Failure to allow a background check will not automatically disqualify you from employment.	
Do you have any medical conditions or allergies that might affect your ability to perform the requirements of this job on an ongoing basis? When was the date of your last tetanus shot?			
EMPLOYMENT EXPERIENCE (List each job held. Start with your present or last job. Include military service assignments and volunteer activities.)			
Date From	Employer Name	Employer Address	
Date To	Employer Phone Number	Job Title	

1	Supervisor	Reason for Leaving		
	Work Performed			May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No
Date From	Employer Name	Employer Address		
Date To	Employer Phone Number	Job Title		
2	Supervisor	Reason for Leaving		
	Work Performed			May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you known by another name <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, What name?			

REFERENCES (List professional references only. Do not list friends or relatives)	
Name and Title	Address / Phone Number

Education	Name and Address of School	Course of Study	Did you Graduate?	List Diploma / Degree
High School				
College				
Other (Specify)				

PRE-EMPLOYMENT STATEMENT	
<p>I represent that my responses set forth in this application are truthful, accurate, and complete. Any and all false or inaccurate statements made by me in this Application or otherwise during the employment evaluation process shall be grounds both for rejecting my Application for employment and, should I be hired by AHS, termination of my employment.</p> <p>I authorize representatives of Anderson Humane Society (AHS) to contact educational institutions, state and federal agencies (to conduct driving record checks and criminal history records checks) and employers designated in this Application for purposes of verification and investigation of my educational, criminal record, driving record, and employment background and performance. Such individuals and organizations are authorized to release such information as may be requested by a Company representative. I hereby release all such persons from liability or damages incurred as a result of furnishing such information. I understand that an unsatisfactory reference shall be grounds both for rejecting my Application for employment and, should I be hired by AHS, termination of my employment. Should I be employed by AHS, I understand that I could be subject to an outside probe if accused of wrongdoing.</p> <p>Submission of the application does not entitle me to be interviewed by AHS. Further, nothing in this Application or in the employment evaluation process shall be construed as either an offer of employment or an obligation on the part of AHS to provide any benefit to me. This Application shall be pending, unless withdrawn by me, until AHS makes a decision on whether or not to hire me or until the 30th day after submission of this application to AHS, whichever occurs first. If no action is taken on my Application within a 30-day period, I understand that I must re-apply to AHS in order to be considered for employment.</p> <p>After reading all of the terms of this application, I hereby affirm that I understand and agree to the provisions of the same. I also agree that my employment with AHS on an "at-will" basis, meaning that such employment may be permanently discontinued by either AHS (through discharge or lay/off) or myself through voluntarily quitting at any time without notice and without any recourse of any kind by either party. I expressly agree and understand this is the entire agreement between AHS and me on the subject of discharge, termination and/or layoff, and it may be changed only by an agreement in writing signed by the President of AHS. I agree to conform to the Company's rules and I also agree that I shall be subject to other conditions, which the AHS may adopt. I affirm the information in this application is true and complete, and any intentional deception herein may be considered sufficient cause for dismissal.</p>	
<p>_____</p> <p>Date</p>	<p>_____</p> <p>Applicant's Signature</p>