



EMPLOYMENT APPLICATION

Applying for: Full-time Part-time Seasonal

Longmont Humane Society is an Equal Opportunity Employer. Those applications requiring reasonable accommodation(s) in the application and/or interview process should inform the interviewer or contact Human Resources. All statements and questions are to be completed.

Position Applied For: _____ Date of Application: _____

Name: _____ Social Security Number: _____

Last First Middle

Telephone: _____ Cell Phone _____

How did you learn about us?

Advertisement Friend Walk-in Website Current Employee Other _____

Date available for work: _____ Desired salary range/hourly rate: _____

Do you have any relatives how are employed by this organization? Yes No

If yes, please specify _____

Are you over the age of 18 years of age? Yes No

Are you legally permitted to work in the United States? Yes No

Driver's license number if driving may be required for position for which you are applying: _____ State _____

Have you ever been employed here before? If so, please list dates: _____

Have you ever been convicted of a felony? Responding "yes" will not automatically disqualify the applicant from consideration. Yes No

If yes, please provide details and date(s): _____

EMPLOYMENT HISTORY (starting with your most recent employer)

Company Name _____

Address _____

Position _____ Employment Dates _____ Pay _____

Reason for Leaving _____

Company Name _____

Address _____

Position _____ Employment Dates _____ Pay _____

Reason for Leaving _____

Company Name _____

Address _____

Position _____ Employment Dates _____ Pay _____

Reason for Leaving _____

Company Name _____

Address _____

Position _____ Employment Dates _____ Pay _____

Reason for Leaving _____

U.S MILITARY SERVICE

Branch of Service _____ From: _____ To: _____
Rank and Type of Service _____
Training/Experience Received _____

EDUCATION

School (included city and state) School (included city and state) Years Completed Degree/Diploma
High School _____
College _____
Technical or Other _____
Computer Skills _____
Check appropriate boxes and list type of software
 Word processing _____ Spreadsheet _____ Presentation _____ Other _____
Professional Certificates or Licenses _____

REFERENCES

Business/Work References Only (not related to you)

<u>Name</u>	<u>Occupation</u>	<u>Years Known</u>	<u>Company & Contact Information</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Applicant's Statement:

I understand that Longmont Humane Society ("the employer") follows an "employment at will" policy, in that I or the employer may terminate my employment at any time, or for any reason consistent with applicable state or federal law; this "employment at will" policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing by the Executive Director of this organization. I understand that this application is not a contract of employment or a guaranty of work for any period of time. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment.

I understand this application will be active for a period of one year; after that time, if I wish to be considered for employment, I must submit a new application.

I hereby give the Employer the right to thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and entities named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damages in providing this information.

I certify that all statements are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

Your Signature: _____ Date: _____
original signature required