

Application for Employment



Please answer all questions. Résumés are not a substitute for a completed application.
Please print clearly. Illegible applications cannot be considered.

The Humane Society of Pinellas is an equal opportunity employer. Applicants are considered for positions without regard to race, religion, sex, national origin, age, disability, or any other consideration made unlawful by applicable federal, state, or local laws.

Name _____ Position Applied For _____

Telephone Number (____) _____ Alternate or Cellular Telephone Number (____) _____

Present Address _____ How long have you lived there? _____ / _____
Street, Apt. or Unit No. / City / State / Zip Years Months

Previous Address _____ How long did you live there? _____ / _____
Street, Apt. or Unit No. / City / State / Zip Years Months

Desired Salary/Hourly Rate _____ SSN _____

Type of employment desired? Full Time Part Time (Specify Hours) _____

Are you willing to work overtime? Yes No Date on which you can start work if hired _____

Please indicate whether you are: 16 or 17 years of age 18 years of age or older

Have you previously applied for employment with HSP? Yes No If Yes, when did you apply? _____

Have you ever been employed by HSP? Yes No If Yes, provide dates of employment and reason for separation from employment. _____

INSTRUCTIONS FOR ANSWERING THE NEXT TWO QUESTIONS: Do not include convictions that were sealed, eradicated, erased, annulled by a court, or expunged, or convictions that resulted in a referral to a diversion program.

Have you ever plead guilty or no contest to, or been convicted of any criminal offense other than the applicable exceptions listed above? Yes No

Have you ever been arrested for any matters for which you are out on bail or on your own recognizance pending trial? Yes No

CRIMINAL OFFENSES ONLY: If you answered Yes to either of the above two questions, please provide the date(s) and explain in accordance with the above instructions so that individual circumstances can be considered. _____

Criminal convictions or arrests will not automatically disqualify an applicant from a particular job. HSP will consider the nature of the crime, its seriousness, whether the conviction(s) substantially relates to the position's functions and qualifications, the frequency of convictions, the applicant's age at the time of conviction, the time elapsed since the date of conviction or completion of jail sentence, the applicant's entire work and educational history, and employment references and recommendations.

Have you ever initiated an act of violence in the workplace? Yes No
A Yes answer will not necessarily disqualify you from employment.

If Yes, please provide the date(s) and explain so that individual circumstances can be considered.

WORK EXPERIENCE

Please list the names of your present or previous employers in chronological order with present or last employer listed first. Account for all periods of time, including any period of unemployment. If self-employed, supply firm name and business references. You may include any verifiable work performed on a volunteer basis, internships, or military service. Your failure to completely respond to each inquiry may disqualify you for future consideration from employment.

Employer Name _____ Type of Business _____

Address _____ City / State / Zip _____

Telephone (____) _____ Dates employed: From ____/____/____ To ____/____/____

Job Title _____ Wages: Start _____ Final _____

Duties _____

Supervisor's Name _____ May we contact? Yes No If No, why not? _____

Reason for Leaving _____

What will this employer say was the reason your employment terminated? _____

How much notice did you give when resigning? If none, explain _____

Employer Name _____ Type of Business _____

Address _____ City / State / Zip _____

Telephone (____) _____ Dates employed: From ____/____/____ To ____/____/____

Job Title _____ Wages: Start _____ Final _____

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Job Title _____ Wages: Start _____ Final _____

Duties _____

Supervisor's Name _____ May we contact? Yes No If No, why not? _____

Reason for Leaving _____

What will this employer say was the reason your employment terminated? _____

How much notice did you give when resigning? If none, explain _____

Please explain fully all gaps in your employment history in excess of one month. _____

Have you ever been terminated or asked to resign from any job? Yes No
 Has your employment ever been terminated by mutual agreement? Yes No
 Have you ever been given the choice to resign rather than be terminated? Yes No
 If you answered Yes to any of the above three questions, please explain the circumstances of each occasion.

SKILLS / EDUCATION

List any animal handling experience. Include the types of animals with which you have experience. _____

List all special technical skills that you feel qualify you for the job you for which you are applying (e.g. computer programming/language, software, equipment operation, special tools or machines, etc.) _____

Education	School Name and Location	Course of Study	Graduate?	# of Years Completed	Degree/Major
High School					
College					
Bus./Tech./Trade Or Post College					

Honors Received _____

REFERENCES

Please list the names of additional work-related references we may contact. Individuals with no prior work experience may list school or volunteer related references.

Name	Position	Company	Work Relationship (i.e., supervisor, coworker)	Telephone Number

Please list the names of personal references (not previous employers or relatives) who know you well that we may contact.

Name	Occupation	Address	Telephone Number	Number of Years Known

Is any additional information relative to a change of name, use of an assumed name, or nickname necessary to enable a check on your work history, educational record, or references? _____

APPLICANT CERTIFICATION

I understand and agree that if driving is a requirement of the job for which I am applying, my employment and/or continued employment is contingent on possessing a valid driver's license.

I understand that the Humane Society of Pinellas (HSP) is a drug-free workplace and has a drug and alcohol testing program consistent with applicable federal, state, and local law. If I am offered a conditional offer of employment, I understand that if a pre-employment (post-offer) drug and/or alcohol test is positive, the offer of employment may be withdrawn. I agree to work under the conditions requiring a drug-free workplace, consistent with applicable federal, state, and local law. I also understand that all employees of the location, pursuant to HSP's policy and federal, state, and local law, may be subject to urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or controlled drugs. If employed, I understand that the taking of alcohol and/or drug tests is a condition of continual employment and I agree to undergo alcohol and drug testing consistent with HSP's policies and applicable federal, state, and local law.

If employed by HSP, I understand and agree that HSP, to the extent permitted by federal, state, and local law, may exercise its right, without prior warning or notice, to conduct investigations of property (including, but not limited to, files, lockers, desks, vehicles, and computers) and, in certain circumstances, my personal property.

I understand and agree that as a condition of employment and to the extent permitted by federal, state, and local law, I may be required to sign a confidentiality, non-compete, and/or conflict of interest statement.

I certify that all the information on this application, my résumé, or any supporting documents I may present during any interview is and will be complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration of employment or, if employed, disciplinary action, up to and including immediate dismissal.

I UNDERSTAND THAT NEITHER THIS APPLICATION NOR ANY COMMUNICATION BY A MANAGEMENT REPRESENTATIVE IS INTENDED TO CREATE OR DOES CREATE A CONTRACT OF EMPLOYMENT, OFFER, OR PROMISE OF EMPLOYMENT FOR A DEFINITE TERM. I ACKNOWLEDGE THAT IF HIRED BY THE HUMANE SOCIETY OF PINELLAS (HSP), EMPLOYMENT IS ON AN AT-WILL BASIS IN ACCORDANCE WITH STATE LAW. THIS MEANS HSP IS FREE TO TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE OR ADVANCE NOTICE, IN ACCORDANCE WITH STATE LAW, AND ACCEPTANCE OF EMPLOYMENT IS NOT A CONTRACT OF EMPLOYMENT FOR ANY SPECIFIED TIME. SIMILARLY, I AM FREE TO TERMINATE MY EMPLOYMENT WITH THE COMPANY AT ANY TIME FOR ANY REASON. THIS AT-WILL PROVISION MAY BE MODIFIED OR WAIVED ONLY IN A WRITTEN AGREEMENT SIGNED BY AN AUTHORIZED REPRESENTATIVE OF HSP AND ME. I AGREE TO CONFORM TO THE RULES AND REGULATIONS OF HSP, AND I UNDERSTAND THAT HSP HAS COMPLETE DISCRETION TO MODIFY SUCH RULES AND REGULATIONS AT ANY TIME, EXCEPT THAT IT WILL NOT MODIFY ITS POLICY OF EMPLOYMENT AT-WILL OR ITS ARBITRATION POLICY, IF ANY.

I authorize HSP or its agents to confirm all statements contained in this application and/or résumé as it relates to the position I am seeking and to the extent permitted by federal, state, or local law. I agree to complete any requisite authorization forms for the background investigation.

I authorize and consent to, without reservation, and party or agency contacted by this employer to furnish the above-mentioned information. I hereby release, discharge, and hold harmless, to the extent provided by federal, state, and local law, any party delivering information to HSP or its duly authorized representative pursuant to this authorization from any liability, claims, charges, or causes of action which I may have as a result of the delivery or disclosure of the above requested information. I hereby release from liability HSP and its representative for seeking such information and all other persons, corporations, or organizations furnishing such information.

If hired by HSP, I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States by HSP. I also understand HSP employs only individuals who are legally eligible to work in the United States.

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF SIXTY (60) DAYS. IF I WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, I UNDERSTAND THAT I MUST REAPPLY.

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE, ACCURATE AND COMPLETE.

Applicant Signature _____ Date _____

If the applicant is a minor, the foregoing release and consent must be signed by the applicant's parent or legal guardian. Signature by the applicant's parent or legal guardian constitutes acknowledgement by the applicant and the parent or legal guardian that HSP, to the extent permitted by federal, state, and local law, can test the applicant for controlled substances, conduct inspections of property without notice, and communicate screen results to HSP personnel who need to know, the applicant, and the applicant's legal guardian.

Parent/Legal Guardian Signature _____ Date _____

Witness Signature _____ Date _____