

NOTIFICATION TO ALL APPLICANTS

It is the policy of The Washington County Humane Society to provide employment, compensation and other employment benefits based on qualifications without regard to race, color, religion, national origin, age, sex, veteran status or handicap or any other basis prohibited by federal or state law.

Receipt of this application by The Washington County Humane Society does not guarantee a job interview or an offer of employment. Employment with WCHS may be contingent upon one or more personal interviews, an investigation of past work history and references, and the satisfactory completion of a driving record check.

If an employment relationship is established, employment is at will and you may terminate your employment at any time and WCHS retains the same right.

As an Equal Opportunity Employer, The Washington County Humane Society intends to comply with all the federal and state laws, and the information requested on this application will not be used for any purpose prohibited by law.

APPLICATION FOR EMPLOYMENT

PRE-EMPLOYMENT QUESTIONNAIRE
EQUAL OPPORTUNITY EMPLOYER

Personal Information

Name (Last Name First) _____	Social Security # _____
Address _____	City _____ State _____ Zip _____
Phone # _____	Referred By _____

Employment Desired

Position _____	Date You Can Start _____	Salary Desired _____
Are You Currently Employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	If So, May We Inquire of Your Present Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Ever Applied to WCHS Before? <input type="checkbox"/> Yes <input type="checkbox"/> No	When? _____	Full or Part Time Desired? _____

Education

	Name and Location of School	Years Attended	Did You Graduate?	Subjects Studied
Elementary School				
High School				
College				
Trade, Business or Correspondence School				

General

Subjects of Special Study or Special Training/Skills _____ _____
U.S. Military Service _____ Rank? _____

Employment History (List below your last four employers beginning with the most recent)

Dates of Employment (Month and Year)	Name/Address/Phone Number of Employer	Position	Salary	Reason for Leaving
From _____ To _____				
From _____ To _____				
From _____ To _____				
From _____ To _____				

References (Give below the names of three persons not related to you, whom you have known at least one year)

Name	Address/Phone #	Business	Years Known

Authorization I certify that the facts contained in this application are true and complete to the best of my knowledge, and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the organization from all liability for any damage that may result from utilization of such information. I also understand and agree that no representative of the organization has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized organization representative.

Date _____ Signature of Applicant _____

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Date _____ Signature of Applicant _____

Do Not Write Below This Line

Interviewed by _____	Date _____
Remarks _____	
On Time for Interview? _____	Neatness _____
Personality _____	Ability _____
Date Hired _____	Position _____
Salary _____	Start Date _____
Supervisor Signature _____	Executive Assistant or Executive Director _____

Expected Hours for Animal Caregivers

Part-Time:

Monday: 5pm-7:30pm

Wednesday: 3pm-8:30pm

Saturday: 8am-5:30pm

Sunday: 8am-1200pm & 3:30pm-5pm

(Sunday's ending hours are an approximation only. It is possible that some days you may leave earlier or later than the listed hours. You may not leave until all of the duties/responsibilities are complete.)

Part-time employees will have one weekend off a month.

Full-Time:

Monday: 8am-5:30pm

Tuesday: 8am-5:30pm

Wednesday: 8am-5:30pm

Thursday: 8am-5:30pm

Friday: 8am-5:30pm

Saturday: 8am-5:30pm

Full-time employees will work 4 full days and 1 half day per week. You will also be required to work 1, occasionally 2, Saturdays and Sundays per month.

Easter, Memorial Day, Labor Day, and July 4th are expected to be staffed by the part-time employees. Thanksgiving, Christmas Eve, Christmas, and New Year's Day will be equally shared between all staff members in seniority order via a sign up sheet.

Signature: _____

Date: _____

Printed Name: _____

Witness: _____