

**EMPLOYMENT APPLICATION**

Date: \_\_\_\_\_

Position applying for: \_\_\_\_\_

Last name: \_\_\_\_\_ First name: \_\_\_\_\_ Middle: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

If neither, where can you be reached? \_\_\_\_\_

When will you be available to start work? \_\_\_\_\_ Salary desired? \_\_\_\_\_

Are you available to work on weekends and holidays?  YES  NO

Please list the hours that you are available for each day:

MON: \_\_\_\_\_ TUES: \_\_\_\_\_ WED: \_\_\_\_\_ THURS: \_\_\_\_\_ FRI: \_\_\_\_\_ SAT: \_\_\_\_\_ SUN: \_\_\_\_\_

**EDUCATION AND TRAINING**

High School: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 GED

Education beyond High School	Name and Location	Attended		Circle # of years completed	Credit hours	Degree, diploma, or certificate	Major Subject
		From	To				
College or University				1 2 3 4			
Graduate or Professional				1 2 3 4			
Other				1 2 3 4			

Are you enrolled in school now?  Yes  No If yes, where?

\_\_\_\_\_

Course of study? \_\_\_\_\_

Fields of work for which you are licensed, registered, or certified. Give date(s) and source(s) of issuance.

\_\_\_\_\_

**GENERAL INFORMATION**

Are you currently authorized to work in the United States on a full-time basis?  Yes  No

Military status: Are you a veteran?  Yes  No Dates of service: \_\_\_\_\_

Branch: \_\_\_\_\_ Are you related by blood, marriage, or domestic partner to anyone now employed by GCHS?

Yes  No

If yes, give name, relationship, and position: \_\_\_\_\_

### EMPLOYMENT RECORD

List your present or most recent employer FIRST. Include U.S. Armed Forces experience, and volunteer or unpaid experience.

Title of present or last position : _____	Wage: _____ per	HOUR	WEEK	MONTH
Employer: _____	Supervisor's name and title: _____			
Address: _____	Phone: _____			
Duties: _____				
Reason for leaving: _____	Start date: _____	End date: _____		

Title of present or last position : _____	Wage: _____ per	HOUR	WEEK	MONTH
Employer: _____	Supervisor's name and title: _____			
Address: _____	Phone: _____			
Duties: _____				
Reason for leaving: _____	Start date: _____	End date: _____		

Title of present or last position : _____	Wage: _____ per	HOUR	WEEK	MONTH
Employer: _____	Supervisor's name and title: _____			
Address: _____	Phone: _____			
Duties: _____				
Reason for leaving: _____	Start date: _____	End date: _____		

If you are currently employed, may we contact your employer regarding your experience and qualifications?

### SKILLS

Please list any skills and abilities you wish to be considered. Include skills with equipment or machines you operate, special computer knowledge, laboratory techniques and the like.

---

REFERENCES	NAME	PHONE	OCCUPATION	YEARS KNOWN
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

**PRE-EMPLOYMENT DRUG SCREENING**

I give my permission to be tested for pre-employment drug screening. I understand that the results of this test will determine my eligibility for employment with The Gulf Coast Humane Society.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

I hereby certify that all statements on the application are true and complete to the best of my knowledge and belief. I understand that if I am employed by The Gulf Coast Humane Society, and any false or incomplete information is discovered, I may be terminated. I authorize persons, schools, current employer(s) and any other individuals, organizations, or employers to provide GCHS with any relevant information needed to consider my candidacy. I release all such individuals, organizations, and employers from any liability on account of having furnished such information. I further release GCHS with regard to inquiries related to my candidacy for employment.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE – GCHS OFFICE USE ONLY

Interviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

REMARKS:

---

---

---

---

---

---

---

Neatness: \_\_\_\_\_

Character: \_\_\_\_\_

Personality: \_\_\_\_\_

Ability: \_\_\_\_\_

HIRED?  Yes  No

POSITION: \_\_\_\_\_ SALARY/ WAGES: \_\_\_\_\_

START DATE: \_\_\_\_\_