

**Your name:** \_\_\_\_\_

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

**Our FAX number is: 425-747-2985**



**The Seattle Humane Society**  
**EMPLOYMENT APPLICATION**

The Humane Society for Seattle/King County is an Equal Opportunity Employer. The Humane Society does not unlawfully discriminate on the basis of race, color, sex, marital status, age, creed, religion, national origin, disability, sexual orientation, veteran status or any other classification protected by applicable law.

PLEASE read all instructions carefully and complete all sections of the application completely and accurately. Your application may be ineligible for review if information is omitted or inaccurate.

ATTENTION APPLICANT: It is your responsibility to provide sufficient information on this application to indicate that you meet the minimum qualifications for the job for which you wish to be considered.

If requested in advance and in compliance with the Americans with Disability Act (ADA), The Humane Society will provide reasonable accommodation to applicants in need of accommodation so as to permit access to the application, interviewing and selection process.



(PLEASE PRINT)

Position Applying For: \_\_\_\_\_ Resume submitted?  Y  N

How did you hear about the job?  Newspaper  Friend  Walk-in  Employment Service  
 HS website  Other website

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Have you been employed under another name?  Y  N If yes, what name? \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: (home) \_\_\_\_\_ (cell) \_\_\_\_\_ (e-mail) \_\_\_\_\_

Are you 18 years of age or older?  Y  N

Have you ever been employed by The Humane Society for Seattle/King County?  Y  N  
If yes, dates employed \_\_\_\_\_

Are you legally eligible for employment in the United States?  Y  N  
*Proof of citizenship or immigration status will be required upon employment*

Are you interested in: [Check all that are applicable]  
Full Time  Y  N Part Time  Y  N Seasonal  Y  N

Days/hours available to work? (Shifts vary from 6:00 a.m. - 8:30 p.m. Sunday - Saturday)

Will you work overtime?  Y  N

Are you currently enrolled in or do you plan to return to school?  Y  N

EDUCATION	Name/Location of School	Major	Years Completed	Diploma/Degree
High School/GED				
Business/Technical				
College/University				
Other job related training				

Licenses: List all relevant certificates or licenses (including valid driver's license)

Type of License	License Number	State & Expiration Date	Granted by (License Board)

## EMPLOYMENT (Including Military Service)

Begin with your present or most recent employment. Account for all periods of time and any period of unemployment. Be sure to include any volunteer experience which is related to the job for which you are applying.

	Work Performed	Dates Employed From - To	
Employer			
Address		Hourly Rate/Salary Start - Final	
City                      State                      Zip		May we contact the employer? <input type="checkbox"/> Y <input type="checkbox"/> N	
Phone		Ref check done by: Date	
Position                      Supervisor			
Reason for leaving:			

	Work Performed	Dates Employed From - To	
Employer			
Address		Hourly Rate/Salary Start - Final	
City                      State                      Zip		May we contact the employer? <input type="checkbox"/> Y <input type="checkbox"/> N	
Phone		Ref check done by: Date	
Position                      Supervisor			
Reason for leaving:			

	Work Performed	Dates Employed From - To	
Employer			
Address		Hourly Rate/Salary Start - Final	
City                      State                      Zip		May we contact the employer? <input type="checkbox"/> Y <input type="checkbox"/> N	
Phone		Ref check done by: Date	
Position                      Supervisor			
Reason for leaving:			

	Work Performed	Dates Employed From - To	
Employer			
Address		Hourly Rate/Salary Start - Final	
City State Zip		May we contact the employer? <input type="checkbox"/> Y <input type="checkbox"/> N	
Phone		Ref check done by: Date	
Position Supervisor			
Reason for leaving:			

	Work Performed	Dates Employed From - To	
Employer			
Address		Hourly Rate/Salary Start - Final	
City State Zip		May we contact the employer? <input type="checkbox"/> Y <input type="checkbox"/> N	
Phone		Ref check done by: Date	
Position Supervisor			
Reason for leaving:			

Have you ever been convicted of a felony within the last seven (7) years or a misdemeanor of animal abuse within the past seven (7) years?  Y  N

*A conviction record will not necessarily disqualify you for employment considerations.*

### SPECIAL SKILLS *[Check all that apply]*

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Banking/Accounting | <input type="checkbox"/> Teacher/Trainer |
| <input type="checkbox"/> Graphic Arts     | <input type="checkbox"/> Veterinary/Medical | <input type="checkbox"/> Computer Skills |
| Other _____                               |   |  |

Any training or experience related to the care of animals?

Personal characteristics which would qualify you for employment at The Humane Society:

## PROFESSIONAL REFERENCES

Name _____	Occupation _____
Address _____	
Phone _____	Ref check done by: Date:

Name _____	Occupation _____
Address _____	
Phone _____	Ref check done by: Date:

Name _____	Occupation _____
Address _____	
Phone _____	Ref check done by: Date:

## APPLICANT'S STATEMENT

I authorize the references listed above to give you any and all information concerning my previous employment and any other pertinent information and release all parties from all liability for any damage that may result from furnishing same to you.

I understand that employment in certain positions may be conditional upon a review of criminal records. I authorize The Humane Society to request and obtain records to determine the accuracy of my responses.

I hereby certify, under the penalty of perjury, that this application contains no willful misrepresentation and that the information is true and complete to the best of my knowledge. I know that if investigation at any time should disclose misrepresentation or falsification or omission, that my application can be rejected, or I may be discharged from my employment.

I understand that The Humane Society for Seattle/King County is an at-will employer which means that The Humane Society or any employee at The Humane Society may terminate the employment without notice.

This application is invalid without the signature of the applicant.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

