



EMPLOYMENT APPLICATION

The Humane Society of the Tennessee Valley (HSTV) is an equal opportunity employer and does not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state or federal law. Qualified applicants are considered for all positions without regard to age, race, color, marital status, religion, national origin, veteran's status, disability or any other legally protected class. Equal access to employment, services and programs are available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

PRE-EMPLOYMENT TESTING FOR ILLEGAL DRUGS MAY BE REQUIRED

Position applying for: _____ Date: _____

Applicant Information:

Last Name _____ First Name _____ MI _____

Address _____

City _____ State _____ Zip _____

Telephone Number (_____) _____

Email: _____

Referral Source _____ Availability to Start / Date: _____

Wage Expectations: _____ Status Desired: Full Time Part Time

Shift you are available to work: Early Shift Late Shift

Days Available: Sat Sun Mon Tues Wed Thurs Fri

Have you previously worked with animals? No Yes

If yes, please explain in what capacity

Are you legally eligible for employment in the United States? No Yes

Are you under the age of 18? No Yes

If yes, can you provide proof of your eligibility to work? No Yes

Do you have reliable transportation? No Yes

Can you travel if required by this position? No Yes

Have you previously applied for employment with HSTV? No Yes

Are you currently employed? No Yes

Have you ever been convicted of a crime? No Yes

If yes, please explain. (A conviction will not necessarily disqualify you from the job)

EMPLOYMENT / WORK EXPERIENCE

Start with your present or most recent employer. Include military service assignments and volunteer activities. Exclude organization names that indicate race, color, religion, sex or national origin.

EMPLOYER _____	
Dates of Employment (Month / Year) From _____ To _____	
Job Title _____ Supervisor: _____	
City / State / Zip _____ Telephone # (_____) _____	
Weekly Starting Salary _____ Weekly Final Salary _____	
Describe Duties / Responsibilities / Accomplishments _____ _____ _____	
Reason for Leaving _____ _____	
May we contact?	<input type="checkbox"/> No <input type="checkbox"/> Yes

EMPLOYER _____	
Dates of Employment (Month / Year) From _____ To _____	
Job Title _____ Supervisor: _____	
City / State / Zip _____ Telephone # (_____) _____	
Weekly Starting Salary _____ Weekly Final Salary _____	
Describe Duties / Responsibilities / Accomplishments _____ _____ _____	
Reason for Leaving _____ _____	
May we contact?	<input type="checkbox"/> No <input type="checkbox"/> Yes

EMPLOYER _____	
Dates of Employment (Month / Year) From _____ To _____	
Job Title _____ Supervisor: _____	
City / State / Zip _____ Telephone # (_____) _____	
Weekly Starting Salary _____ Weekly Final Salary _____	
Describe Duties / Responsibilities / Accomplishments _____ _____ _____	
Reason for Leaving _____ _____	
May we contact?	<input type="checkbox"/> No <input type="checkbox"/> Yes

EDUCATION:	Name / Location	Years Completed	Major & Degree
High School	_____	_____	_____
College / University	_____	_____	_____
Graduate School	_____	_____	_____
Technical School	_____	_____	_____

Other

PROFESSIONAL AFFILIATIONS (List any professional clubs, organizations, societies or groups to which you belong or have volunteered with that directly relate to your qualifications for the job for which you are applying):

SPECIAL SKILLS (List any special knowledge, skills or abilities that directly relate to the job for which you are applying):

BUSINESS REFERENCES (Required):

Name _____ Company Name _____
Position _____ Telephone # (_____) _____
Address _____
How long have you known this person? _____

Name _____ Company Name _____
Position _____ Telephone # (_____) _____
Address _____
How long have you known this person? _____

Name _____ Company Name _____
Position _____ Telephone # (_____) _____
Address _____
How long have you known this person? _____



I CERTIFY that the answers and information contained in this application for employment are true and correct, to the best of my knowledge. I understand that any misrepresentation or omission of facts on my application may be justification for refusal to hire, or termination of employment. I authorize HSTV / Their Agent, to contact, obtain and verify the accuracy of information contained in this application from all previous employers, educational institutions, organizations and references. I further understand that an investigative report may be made as to my character or general reputation. I also hereby release from liability HSTV and their representatives for seeking, gathering and using such information to make employment decisions

I understand that information contained in this application or the granting of an interview is not intended to be any kind of employment contract or agreement. In the event of employment, I understand that any false or misleading information given in my application, correspondence, discussions or interview may result in immediate termination.

In the event of employment, I acknowledge there is no specified length of employment and this application does not constitute an agreement or contract for employment. Accordingly, either I or HSTV / Their Agent can terminate the employment relationship / employment at will, with or without cause, at any time, as long as there is no violation of applicable federal or state law.

I understand that in the event of employment, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

The Humane Society of the Tennessee Valley has a strict nepotism policy and will not consider for employment family members or significant others of current employees or Board Members. I certify that I am not related to or a significant other of any employee or Board Member of the HSTV.

I represent and warrant that I have read and fully understand the statements above.

Applicant Name (printed) _____

Applicant Signature _____ Date _____

**Thank you for completing this application and for your interest in
The Humane Society of the Tennessee Valley**