



APPLICANT - KEEP THIS PAGE

Dear Applicant:

Thank you for your interest in employment opportunities with the Humane Society of South Mississippi. When completing the attached employment application, be sure to **answer all** sections. You must indicate for which position you are applying (a list of open positions is available at the Information Desk).

Unfortunately, we will not be able to consider any application that is not filled out completely. If you wish to apply for more than one position, please list each one in the space provided.

We consider applicants for all positions without regard to race, color, religion, sex, nation of origin, age, disability, veteran status or any other legally protected status.

We would appreciate it if you **do not call** to inquire about the status of your application. Please be assured that if your experience and qualifications match the position for which you have applied, you will be contacted in the near future. Your application will be kept on file for one year.

Once again thank you for your interest in employment at HSSM. We wish you all the best in your job search.

Sincerely,

Tara High
Executive Director

2615 25th Avenue
Gulfport, MS 39501
(228) 863-4394 / Fax (228) 864-7768
www.hssm.org

EMPLOYMENT APPLICATION

Name: Last First Middle

Today's date

Street Address

City/State

ZIP

Phone: (Home)

(Work)

(Alt. Number)

Position Desired: _____ Part time _____ Full time _____

Salary expected: _____

Can you work weekends and/or split days off (not have two days off in a row) Yes No

Can you work evenings? Yes No Overtime? Yes No

How did you learn about this position? _____

Date Available: _____

If hired, can you show proof that you have the legal right to work in the United States? Yes No

If hired, can you show proof that you are at least 18 years of age? Yes No

If you receive a conditional offer of employment, will you submit to a drug test? Yes No

Have you ever *APPLIED* with the Humane Society? Yes No If yes, When? _____

Have you ever worked at the Humane Society? Yes No If yes, When? _____

Do you have any relatives that work at the Humane Society? Yes No

If yes, who? _____ Relationship _____

U.S. Military service? Yes No Branch of service: _____

Have you ever been convicted of a crime? Yes No If yes, what was the charge? _____

Conviction date: _____

Disposition/Outcome: _____Deferred _____Probation _____Fined _____Incarcerated _____Fined _____Suspended Sentence

Continued...

Would you like to receive emails from HSSM? Yes No
If yes, what is your email address? _____

Do you have any experience working with animals? Yes No

If yes, please explain: _____

What work experience have you had working with the public? _____

Please list any animal organizations to which you belong _____

Do you have any pets? Yes No Are they spayed/neutered? Yes No

Duties and any special training relevant to the job for which you are applying:

Previous or volunteer employment working with animals or providing customer service (other than those listed on previous employment)

What interests or hobbies do you have which include animals?

What non-animal interests or hobbies do you have?

Continued...

Please complete these sections, even if you submit a resume

Education

<u>SCHOOL</u>	<u>NAME & LOCATION</u>	<u>STUDIES</u>	<u>GRADUATE</u>	<u>DEGREE</u>
HIGH SCHOOL				
COLLEGE				
VOCATIONAL OR OTHER				

Employment History

*Former employers— List the past 5 years employment
Please list the most recent first.*

Dates of Employment	Name & Address of Employer	Supervisor	Position, Title & Duties	Salary	Reason for Leaving
TO: FROM:					
TO: FROM:					
TO: FROM:					
TO: FROM:					
TO: FROM:					
TO: FROM:					
TO: FROM:					

May we contact your current employer? Yes No

Continued...

Please complete the following questions:

- 1. Why do you want to work for the Humane Society?**
- 2. Please write your definition of Customer Service. How could you best serve the public in the position for which you are applying?**
- 3. How do you think the Humane Society is funded?**
- 4. If you are hired to work in the kennels or customer service area, what do you think your duties will be?**
- 5. Do you have any pets? If so, what type of breed, and how many? Are they spayed/neutered?**
- 6. If you do not currently have pets, have you had them in the past? What types and breeds? Were they spayed/neutered?**
- 7. Are you aware that animals are put to sleep (euthanized) here? Do you know why? How do you feel about it?**

Continued...

Acknowledgment:

I hereby declare the information provided by me in this application for employment is true, correct, and complete to the best of my knowledge. I understand that misrepresentation or omission of facts on this application is cause for dismissal. I authorize the investigation of all statements on this application. Further, I release all parties and persons from any liability for any damages that may result from furnishing such information to the Humane Society as well as from the use of disclosure of such information by the Humane Society or any of its agents, employees or representatives.

In consideration of employment I understand that I am free to terminate my employment with the Humane Society at any time, with or without reason, and the Society has the right to terminate my employment at any time, with or without reason. Although the Humane Society may choose to terminate employment for cause, cause is not required. This is called "at will" employment.

No one other than the Executive Director can enter into an agreement for employment for a specified period of time, or make any agreement or representations contrary to this policy. Further, any such agreement is to be in writing, and signed by the Executive Director.

Apart from the policy of at-will employment and those policies required by law, the Humane Society may change its policies or practices at any time without further notice.

I also understand that all offers of employment are conditioned on provision of satisfactory proof of an applicant's identity and legal authority to work in the United States, as well as the satisfactory completion of a post-offer medical examination and/or drug test.

Signature _____

Date _____