



## Application for Employment

It is Yakima Humane Society's policy to provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, national origin, age, mental or physical abilities, or sexual orientation.

**Please print – all questions must be answered**

Position applied for: \_\_\_\_\_ Date of application: \_\_\_\_\_

How did you hear about this position?  Walk-in  Friend  Newspaper  
 YHS Website  Other Website  Employment Service  Other: \_\_\_\_\_

### Contact Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Have you ever worked under another name?  Yes  No

If yes, what name? \_\_\_\_\_

### Eligibility

Are you related to any Board Member or Staff Member of this organization?  Yes  No

If yes, please state the name, position and relationship: \_\_\_\_\_

Are you lawfully eligible for employment in this country?  Yes  No

Have you been convicted of a felony or a misdemeanor of animal abuse within the last seven (7) years?  Yes  No *A conviction record will not necessarily disqualify you for employment considerations.*

If yes, please explain: \_\_\_\_\_

### Employment Status

Are you currently employed?  Yes  No

May we contact your current employer?  Yes  No

Are you currently on "lay-off" status with another employer subject to recall?  Yes  No

Have you ever filed an application with us before?  Yes  No If yes, when? \_\_\_\_\_

Have you ever been employed with us before?  Yes  No If yes, when? \_\_\_\_\_

**Availability** On what date would you be available for work? \_\_\_\_\_

Are you available to work:  Full Time  Part Time  Temporary

Can you work any day of the week if required?  Yes  No

If no, please explain: \_\_\_\_\_

Can you work any time of the day if required?  Yes  No

If no, please explain: \_\_\_\_\_

Can you travel if a job requires it?  Yes  No Can you work overtime?  Yes  No

Do you have a valid driver's license?  Yes  No

**Education and Related Activities**

Are you currently enrolled in or do you plan to return to school?  Yes  No

	High School	Undergraduate College / University	Graduate / Professional
School Name			
Location			
Years Completed	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Course of Study			
Did you graduate? What year?			
Describe any specialized training, apprenticeship or skills			
Describe honors you have received			
Describe additional educational or training information that will help us in considering your application			
Professional, trade, business or civic activities and offices held	<i>(You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, handicap or other protected status.)</i>		

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

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

**Professional References** List at least three references whom you have known for at least five years and who are not relatives.

Name	Address	Phone Number	Occupation

**Employment Experience** 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.

Employer	Dates Employed		Work Performed
	From	To	
Position			
Address	Hourly Rate or Salary		
	Starting	Final	
City, State & Zip			
Supervisor	Phone		
Reason for leaving:			
			Date:

**Employment Experience**

Employer	Dates Employed		Work Performed
	From	To	
Position			
Address	Hourly Rate or Salary		
	Starting	Final	
City, State & Zip			
Supervisor	Phone		
Reason for leaving:			
			Date:

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	Starting	Final	
City, State & Zip			
Supervisor	Phone		
Reason for leaving:			
			Date:

**Military Service**

Branch		Dates of Service	
		From	To
Rank at Discharge:	Type of Discharge:		
If other than honorable, please explain:			

**Special Skills or Experience**

**Check all that apply:**  Customer Service  Conflict Resolution  Computer Skills

Banking / Accounting  Veterinary / Medical  Teacher / Trainer  Graphic Arts

Other: \_\_\_\_\_

Bilingual – Languages: \_\_\_\_\_

Any training or experience related to the care of animals?

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

I certify that the facts contained in this application (and accompanying resume, if any) are true and completed to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the Yakima Humane Society.

I understand that any employment is conditional on a background check. I hereby give the Yakima Humane Society the right to make a thorough investigation of my employment, education and activities, and I release from all liability all persons, companies and corporations supplying such information. I indemnify the Yakima Humane Society against any liability that may result from such investigation.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between the Yakima Humane Society and myself for any term of employment or for the providing of any benefit. No promises regarding employment have been made to me and I understand that no such promise or guarantees are binding upon the Yakima Humane Society unless in writing. I further understand that no agent or representative other than the Executive Director of the Yakima Humane Society has the authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date