



Greater Huntsville  
Humane Society

## Employment Application

Thank you for considering GHHS as a place you'd like to work! We are sincerely interested in your qualifications and motivations for working here, so please fill out this form to your complete knowledge.

GHHS is an Equal Opportunity Employer. Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.

Position Applied For: \_\_\_\_\_ Date Applied: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle Nickname

Address: \_\_\_\_\_  
Number/Street City State Zip

Phone number: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
(Voluntary Discretion)

Valid Driver's License?  Yes  No #: \_\_\_\_\_ State: \_\_\_\_\_ Exp.: \_\_\_\_\_

Are you a US citizen?  Yes  No If not, Alien Reg. No. : \_\_\_\_\_

Have you ever been discharged or fired from another job?  Yes  No

If so, please explain: \_\_\_\_\_  
\_\_\_\_\_

Have you been convicted of a crime within the last 7 years (not counting traffic citations)?  Yes  No

If so, please explain: \_\_\_\_\_  
\_\_\_\_\_

Can you perform the job advertised, within a reasonable accommodation?  Yes  No

If not, please explain: \_\_\_\_\_  
\_\_\_\_\_

What date would you be available to begin work? \_\_\_\_\_

I would like to work:  Full time  Part time  Shift Work

Please list any special skills, experience, or qualifications that may be relevant to the job you seek.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Work Experience

Dates of Employment (M/D/Y)	Exact Title or Position	Salary or Earnings
From _____ To _____	_____	_____
Name & Address of Employer _____		
Immediate supervisor name & phone number _____		
Reason for leaving _____		
Description of duties & responsibilities _____		
_____		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Dates of Employment (M/D/Y)	Exact Title or Position	Salary or Earnings
From _____ To _____	_____	_____
Name & Address of Employer _____		
Immediate supervisor name & phone number _____		
Reason for leaving _____		
Description of duties & responsibilities _____		
_____		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Dates of Employment (M/D/Y)	Exact Title or Position	Salary or Earnings
From _____ To _____	_____	_____
Name & Address of Employer _____		
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May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Dates of Employment (M/D/Y)	Exact Title or Position	Salary or Earnings
From _____ To _____	_____	_____
Name & Address of Employer _____		
Immediate supervisor name & phone number _____		
Reason for leaving _____		
Description of duties & responsibilities _____		
_____		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

## Record of Education

School	Name & Address of School	Course of Study	Circle Last Year Completed	Did You Graduate?	Degree & Major
High School			9 10 11 12	Yes No	
College			1 2 3 4	Yes No	
Other			1 2 3 4	Yes No	

## Personal References

Please list three persons other than former employees or relatives who are familiar with your qualifications and background. References do not have to be local.

Name and Occupation	Relation to Applicant	Phone Number

## Applicant Certification and Agreement

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal.

GHHS is hereby authorized to make any investigation of my personal history, financial and credit record, and police record through investigative agencies of GHHS' choice. I authorize all persons listed as references and all former employers to release information to GHHS relative to my education, training, qualifications, work history, and general fitness for employment.

I certify that I can, with or without reasonable accommodation, perform the essential functions of the job for which I am applying. I understand that successful candidates will be subject to a background check and drug test. I understand that some job positions may require holiday or weekend work, of which I will be notified in the formal job description.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**For Personnel Use Only**

Date received \_\_\_\_\_ Date reviewed \_\_\_\_\_ Approved for interview? Yes No

Interviewer(s) \_\_\_\_\_ Date \_\_\_\_\_

Meets minimum requirements? Yes No

Comments

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Approved for hire? Yes No

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Secondary Signature \_\_\_\_\_ Date \_\_\_\_\_  
(if needed)

Date Hired \_\_\_\_\_ Job Position \_\_\_\_\_