



# Potter League

Enriching Lives

## EMPLOYMENT APPLICATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

\_\_\_\_\_ Phone (cell) \_\_\_\_\_

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

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

Expected pay: \_\_\_\_\_ Date available for work: \_\_\_\_\_

Would you accept:             Full time work     Part time work     Either

### HOURS YOU WOULD BE ABLE TO WORK:

Monday	AM____PM _____	Friday	AM____PM _____
Tuesday	AM____PM _____	Saturday	AM____PM _____
Wednesday	AM____PM _____	Sunday	AM____PM _____
Thursday	AM____PM _____	Holidays	AM____PM _____

Date you are available to start work: \_\_\_\_\_

If less than 18 years of age, do you have a work permit?             Yes             No

Are you either a US citizen or an alien with the legal right to remain and work in the US? *(You will be required to furnish proof of lawful work status if you are extended a job offer)*             Yes             No

Have you ever been convicted of a crime?             Yes             No

If YES, please explain:

\_\_\_\_\_

**PHYSICAL DEMANDS:** The physical demands of Animal Care positions include walking, kneeling, standing, reaching, handling, and lifting. Employees are frequently exposed to airborne particles such as dander and fur, chemicals as well as outdoor weather conditions of extreme heat, cold and humidity. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.*

Are you able to walk at least 1 hour per day?  Yes  No

Are you able to lift 50 pounds?  Yes  No

Are you able and willing to handle animals and reptiles?  Yes  No  
If NO, please explain:

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Please describe any animal related experience you have had:

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**EDUCATIONAL BACKGROUND:**

	Name and Location of School	Years Attended
High School	_____	_____
College	_____	_____
Vocational/Training	_____	_____
Other Education	_____	_____

**EMPLOYMENT HISTORY:** List present or most recent job first. You may include any work performed on a volunteer basis. If more space is needed, please continue on a separate sheet of paper.

Name of Company	Job Title/Duties	Wages	Dates	Reason for Leaving	Contact Information
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**PROFESSIONAL REFERENCES:**

Name	Company	Relationship	Email	Phone Number
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**PERSONAL REFERENCES:** Other than family members or previous employers.

Name	Relationship	Email	Phone Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**OTHER** than your love for animals, why have you applied for this job?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EUTHANASIA** ("Putting animals to sleep") is an aspect of working in an animal shelter. Please describe your reactions to euthanasia:

\_\_\_\_\_

\_\_\_\_\_

Would you be able to participate in the euthanizing of an animal by a veterinarian?

\_\_\_\_\_

\_\_\_\_\_

**Please read carefully and sign the statement below:**

I certify that the information given above is true and complete and I understand that misrepresentation and /or withholding of information will result in the rejection of this application or can be grounds for dismissal if discovered after employment begins. I authorize the Potter League to make inquiries of prior employers, schools, etc. regarding my history and character, and hereby authorize prior employers, schools, or individuals to respond to such inquiries and release the Potter League from any liability with respect to such inquiries.

I further understand that if I am employed, the Potter League is not employing me pursuant to a contract of employment and my employment is for no definite term and that I can be terminated without notice and without any cause at any time. I further understand that no verbal promises or guarantees are binding on the Potter League and that no one, other than the Executive Director has authority to enter into an agreement for employment contrary to the above, and that any such agreement must be in writing. If I am employed, I agree to abide by the Potter League's rules and regulations and any changes thereto.

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