

Employment Application



200 Charles A. Liddle Drive
 Lawrenceburg, IN 47025
 Dedicated to improving the lives of
 homeless animals

Date of Application:	
First Name:	
Last Name:	
Address:	
City:	
State/Zip:	
Home Phone:	
Business Phone:	
Cell Phone:	
e-mail Address:	

Position Applied for:	Minimum Salary Desired:		
Hours Available to Work: (circle one)	Full-Time	Part-Time	Full or Part-Time
Are you available to work weekdays, evenings, weekends and holidays?	Yes	No	
Available to begin work:			

Education:	Name of School	No. Years Completed	Major or Degree
Type of School			
High School or GED Equiv.			
College Bus. or Trade School			
Professional School			
Other/Additional Schooling			
Other/Additional Schooling			

Have you ever been convicted of a felony? Yes No
 If yes, please explain: _____

Do you have a valid drivers license? Yes No

Do you have your own vehicle? Yes No
 If no, what arrangements can you make to travel to work? _____

Do you have any allergies that would affect your ability to work with animals? Yes No

Are you able to lift up to 50 pounds? Yes No

Current & Previous Employment:

Please complete the following section of the form as fully as possible with your past and present employment experiences (including holiday work and work experiences). Start with your current or most recent employer and work backwards in time. Include any periods when you were not working, with details. (Continue on a separate sheet if necessary).

May we contact your current employer? Yes No

#1 (Most Current) Name of Employer:		
Name of Last Supervisor:		
Dates of Employment:	From:	To:
Salary:	From:	To:
Complete Address:		
Phone #:		
Last Job Title:		
Reason for Leaving (be specific):		

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

#2 Name of Employer:		
Name of Last Supervisor:		
Dates of Employment:	From:	To:
Salary:	From:	To:
Complete Address:		
Phone #:		
Last Job Title:		
Reason for Leaving (be specific):		

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

#3 Name of Employer:		
Name of Last Supervisor:		
Dates of Employment:	From:	To:
Salary:	From:	To:
Complete Address:		
Phone #:		
Last Job Title:		
Reason for Leaving (be specific):		

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

Personal Development (Please outline your career and development aims)

Professional References (Provide at least three)	
1.	
Name:	
Company:	
Title:	
Phone no:	
2.	
Name:	
Company:	
Title:	
Phone no:	
3.	
Name:	
Company:	
Title:	
Phone no:	

Use this space to add any additional information necessary to describe your full qualifications for the position which you are applying:

By submitting this application, I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. I authorize Paws of Dearborn County & Humane Center (PDC & HC) to investigate my prior educational and employment history. I understand that employment with PDC & HC is "at will," which means that either I or PDC & HC can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is on this basis.

I hereby consent to and authorize any former employers to furnish any and all relevant information concerning my previous employment record. In addition, I consent to and authorize the educational institutions that I attended to furnish any and all relevant information concerning my educational background.

I release all parties that provide information or requests information pursuant to this employment application from all claims, liability, and damages that arise from providing or requesting such information.

I understand all PDC & HC property must be returned and any indebtedness to PDC & HC must be paid on or before my last day of work. I authorize PDC & HC to deduct from my final paycheck an amount necessary to satisfy any unpaid obligation.

I understand that my employment is contingent upon providing proof of employment eligibility and identity and I will present the necessary documents when asked. (2 forms of valid ID, www.uscis.gov/files/form/i-9.pdf)

Applicant's signature _____ Date _____

EQUAL EMPLOYMENT OPPORTUNITY

It is policy of P.A.W.S. of Dearborn County & Humane Center to provide all prospective as well as current employees with equal opportunity in employment without discrimination or harassment on the basis of race, color, creed, ancestry, national origin, gender, pregnancy, age, disability and sexual orientation (except when age or disability is a bona fide occupational qualification). This non-discrimination and equal employment opportunity policy applies to decisions affecting recruitment, hiring or selection, placement, assignment, training, transfer, reclassification, promotion, evaluation, compensation, benefits, leaves of absence, discipline, layoffs, termination, separations, recalls and all other employment actions as well as all employment practices and work environment of all employees, interns and volunteers.