



APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

Date of Application: _____

Thank you for your interest in working at the Lynchburg Humane Society. All applications are screened for open positions and the best-qualified applicants are scheduled for an interview.

Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Position applying for: _____

Desired rate of pay: _____ Date available to start work: _____

Work availability (please check all that apply): Full-Time Part-Time Temporary/Seasonal

Schedule availability (please check all that apply): All Mon Tues Wed
 Thur Fri Sat Sun

Time availability (please check all that apply): Any Mornings Afternoons

Recent work history (list your three most recent employers; start with the most recent first):

① Employer name: _____ Type of business: _____

Address, city, state: _____ Phone: _____

Start date (mm/yy): _____ End date (mm/yy): _____ Wages: _____ Position: _____

Duties (briefly describe): _____

Reason for leaving: _____

② Employer name: _____ Type of business: _____

Address, city, state: _____ Phone: _____

Start date (mm/yy): _____ End date (mm/yy): _____ Wages: _____ Position: _____

Duties (briefly describe): _____

Reason for leaving: _____

③ Employer name: _____ Type of business: _____

Address, city, state: _____ Phone: _____

Start date (mm/yy): _____ End date (mm/yy): _____ Wages: _____ Position: _____

Duties (briefly describe): _____

Reason for leaving: _____

Describe any additional work and other experiences you feel are applicable; include any other skills, knowledge, or abilities you would like us to consider (please include your computer/other machine skills and languages spoken besides English): _____

Educational history:

SCHOOL	NAME	STATE	DATES ATTENDED	DID YOU GRADUATE?	FOCUS OF STUDY
HIGH SCHOOL				<input type="checkbox"/> Yes <input type="checkbox"/> No	
COLLEGE or UNIVERSITY				<input type="checkbox"/> Yes <input type="checkbox"/> No	
OTHER SCHOOL				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Why would you like to work for the Lynchburg Humane Society: _____

Describe your experience with animals. Be sure to include types (dogs, cats, birds, etc.) and any special training and/or skills: _____

Miscellaneous information:

Have you ever been employed by LHS before? Yes No If yes, when? _____

Have you ever been interviewed by LHS before? Yes No If yes, when? _____

Have you been convicted of a felony within the last seven (7) years? Yes No If yes, when? _____

Please carefully read the information below and then sign/date the application.

The LHS is committed to affording all qualified individuals an equal opportunity to pursue employment and advancement. We do not discriminate against any person or group based on ethnicity, race, color, creed, religion, sex/gender, sexual orientation, disability, veteran status, marital status, or any other legally protected status.

The LHS will afford reasonable accommodation to qualified applicants and staff with a known disability or for a staff member's religious beliefs, unless to provide such accommodation creates undue hardship on the business operations.

I understand that in submitting this application for employment, I understand and agree with the following:

- I understand that any false or misleading information furnished by me on this application or in connection with my application for employment may result in rejection of my application, or, if already employed, may result in termination of employment;
- I authorize investigation of all matters which the LHS deems relevant to my qualifications for employment, including all statements on this application. I release from all liability any persons or employers supplying such information, and I also release the LHS from all liability which might result from making the investigation;
- I understand that all employment with the LHS is at-will and that this application is not a contract of employment. If hired, I understand that I may voluntarily leave employment and that LHS may terminate my employment with or without notice, at any time for any lawful reason. Any oral or written statements made to the contrary are not to be construed as contracts of employment and are not recognized or authorized by LHS; and
- I understand that if I am offered employment with the LHS, I will be required to provide valid, acceptable proof of identity and work eligibility as required by federal law and the LHS policy. Failure to provide such proof within a reasonable time after being hired shall result in immediate termination of employment.

Please note, we are not able to acknowledge receipt of every application. Only applicants who we wish to interview will be contacted.

SIGNATURE: _____ **DATE:** _____, 20__