



Development Department

Employment Application

Date of Application _____

Name _____ Telephone #:(_____) _____
(last) (first) (mi)

Email Address _____

Local Address _____

Permanent Address _____

Are you over the age of 18? _____ I am available for Part Time _____ Full Time _____

Position Applied for: ___ Customer Service ___ Care Tech Other: _____

Work Experience

A. Employed from _____ to _____ Job Title _____
Employer Name _____ Telephone # (_____) _____
Address _____
Name & Title of Immediate Supervisor _____
Duties _____ Reasons for Leaving _____

B. Employed from _____ to _____ Job Title _____
Employer Name _____ Telephone # (_____) _____
Address _____
Name & Title of Immediate Supervisor _____
Duties _____ Reasons for Leaving _____

C. Employed from _____ to _____ Job Title _____
Employer Name _____ Telephone # (_____) _____
Address _____
Name & Title of Immediate Supervisor _____
Duties _____ Reasons for Leaving _____

Education

Did you graduate from high school? _____ Yes _____ No Last Grade Completed _____

Do you have a G.E.D. certificate? _____ Yes _____ No

College/University/ Technical School _____ Grad Date _____ Major _____

Graduate School _____ Graduation Date _____

Course of Study _____

Personal Data

Have you previously been employed by or volunteered at Aggieland Humane Society or any other animal welfare organization? _____ Yes _____ No

If "yes", in what capacity? Please describe with dates of service: _____

Are you related to any person now in the employment of Aggieland Humane Society?

_____ Yes _____ No If yes, whom? _____ Relationship: _____

Have you ever been convicted of any crime other than minor traffic violations? _____ Yes _____ No

If "yes", please explain _____

(NOTE: A conviction record will not necessarily bar employment. Factors such as age and time of offense, seriousness, nature of violation and rehabilitation will be taken into account.)

Licenses/Skills

Licenses/Certifications _____

Office Equipment Operated _____

Heavy Equipment Operated _____

Other Skills/Languages/Training _____

I certify that the information contained in this application is correct to the best of my knowledge. I understand that the information given by me on this application may be investigated with my full permission and that any misrepresentation is cause for refusal to hire, or if hired, dismissal from employment.

I have read the job description for the position for which I am applying and certify that I can perform all aspects of the position as required by the Shelter.

I further understand that any employment will be at the continuing discretion of the department heads and supervisors concerned, subject to the approval of the Executive Director and that this application is the property of Aggieland Humane Society and will become a part of my personnel file if I am accepted into the position.

Signature _____

Date _____

Please describe your experiences with the following:

1. General Administrative/Office experience _____

2. Fundraising campaigns in which you have been involved _____

3. What fundraising software have you used? _____

4. Describe how you feel about euthanasia and how you cope with it _____

5. Do you have experience dealing with the public directly and/or over the telephone? Please describe.

6. Describe two irate donor or customer situations in which you have been involved and how you diffused the situation?

7. What supervisory responsibilities have you had? _____

8. Why do you wish to work for Aggieland Humane Society? _____
