



# Development/Marketing 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 marketing experience \_\_\_\_\_

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2. Marketing campaigns in which you have been involved \_\_\_\_\_

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3. What software have you used related to marketing?

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

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

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6. What supervisory responsibilities have you had? \_\_\_\_\_

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7. Describe how you feel about euthanasia and how you cope with it \_\_\_\_\_

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

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