



EMPLOYMENT APPLICATION

An Equal Opportunity Employer

The Humane Society of Forsyth County is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Applicants requiring reasonable accommodation in the application and/or interview process should notify a representative of the organization.

Please print legibly and fill out all sections.

Applicant Information

Applicant Name _____
Home Phone _____ Other _____
Email Address _____

Current Address:
Number and street _____
City _____ State & Zip _____

How were you referred to The Humane Society of Forsyth County? _____

Employment Positions

Position(s) applying for: _____

Are you applying for:

- Temporary work – such as summer or holiday work? Y or N
- Regular part-time work? Y or N
- Regular full-time work? Y or N

What days and hours are you available for work? _____

If applying for temporary work, when will you be available? _____

If hired, on what date can you start working? ___ / ___ / ___

Can you work on the weekends? Y or N

Can you work evenings? Y or N

Are you available to work overtime? Y or N

Salary desired: \$ _____



Personal Information:

Have you ever applied to / worked for The Humane Society of Forsyth County before?

Y or N

If yes, please explain (include date): _____

Do you have any friends, relatives, or acquaintances working for The Humane Society of Forsyth County? Y or N

If yes, state name & relationship: _____

If hired, would you have reliable transportation to/from work? Y or N

Are you over the age of 18? Y or N

If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States? Y or N

If hired, are you willing to submit to and pass a controlled substance test? Y or N

Are you able to perform the essential functions of the job for which you are applying, either with / without reasonable accommodation? Y or N

If no, describe the functions that cannot be performed

(Note: The Humane Society of Forsyth County complies with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. It is possible that a hire may be tested on skill/agility and may be subject to a medical examination conducted by a medical professional.)

Have you ever been convicted of a criminal offense (felony or misdemeanor)?

Y or N

If yes, please describe the crime - state nature of the crime(s), when and where convicted and disposition of the case. _____

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)



Additional Information

Have you worked in the animal welfare industry as either a volunteer or employee?

Y or N

If yes, please explain _____

Do you have any other experience, training, qualifications, or skills which you feel should be brought to our attention, in the case that they make you especially suited for working with us?

Y or N

If yes, please explain _____

Employment History

Are you currently employed? Y or N

If you are currently employed, may we contact your current employer? Y or N

Please describe past and present employment positions, dating back three years. Please account for all periods of unemployment. **This may be attached in the form of a resume, including the following information for EACH employer:**

Name of Employer: _____

Name of Supervisor: _____

Telephone Number: _____

Business Type: _____

Address: _____

City, state, zip: _____

Length of Employment (Include Dates): _____

Position & Duties: _____

Reason for Leaving: _____

May we contact this employer for references? Y or N

References

Please provide a list of three people who have knowledge of your work performance within the last three years, including:

- Name
- Phone number
- Email address
- Occupation
- # of years acquainted

Please include professional references only.

Education, Training and Experience

Please include all High School, College, Vocational, Military and relevant training experience.

High School

School name: _____

School address: _____

Number of years completed: _____

Did you graduate? [] Y or [] N

Degree / diploma earned: _____

Vocational School:

School name: _____

School address: _____

Number of years completed: _____

Did you graduate? [] Y or [] N

Degree / diploma earned: _____

College / University:

School name: _____

School address: _____

Number of years completed: _____

Did you graduate? [] Y or [] N

Degree / diploma earned: _____

Military:

Branch: _____

Rank in Military: _____

Total Years of Service: _____

Skills/duties: _____

Related details: _____

Use the space below for any additional information which you would like us to be aware of:



Please Read and Initial Each Paragraph, then Sign Below

I certify that I have not purposely withheld any information that might adversely affect my chances for hiring. I attest to the fact that the answers given by me are true & correct to the best of my knowledge and ability. I understand that any omission (including any misstatement) of material fact on this application or on any document used to secure can be grounds for rejection of application or, if I am employed by this company, terms for my immediate expulsion from the company.

I understand that if I am employed, my employment is not definite and can be terminated at any time either with or without prior notice, and by either me or the company.

I permit the Humane Society of Forsyth County to examine my references, record of employment, education record, and any other information I have provided. I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the Humane Society of Forsyth County, my former employers & all other persons, corporations, partnerships & associations from any & all claims, demands or liabilities arising out of or in any way related to such examination or revelation.

I understand that I will be required to submit to a background check and pay the fee of \$15 to the Forsyth County Sheriff's Office Special Services Office (770) 781-2105. I give the Humane Society of Forsyth County permission to access these records.

Applicant's Signature: _____

Date: _____

Please return completed application to:
HSFC
Attn: Jill Gooch
PO Box 337
Cumming, GA 30028

Questions and inquiries should be sent to: Director@forsythpets.org