

**HILL COUNTRY HUMANE SOCIETY
EMPLOYMENT APPLICATION**

Date of Application _____

Name _____ Tel. No. _____
(last) (first) (mi)

Address _____

City/State/Zip _____

SS# (Last 4 only) _____ Driver's Lic # _____ Class _____

Are you over the age of 18? _____

Position Applied for _____ Part or full time? _____

I. WORK EXPERIENCE (Please start with your present job. Include military service experience.)

A. Employed from _____ to _____ Job Title _____

Firm Name _____ Tel # _____

Address _____

Name & Title of Immediate Supervisor _____

Your Duties _____

Reasons for Leaving or Desiring to Change _____

B. Employed from _____ to _____ Job Title _____

Firm Name _____ Tel # _____

Address _____

Name & Title of Immediate Supervisor _____

Your Duties _____

Reasons for Leaving or Desiring to Change _____

C. Employed from _____ to _____ Job Title _____

Firm Name _____ Tel # _____

Address _____

Name & Title of Immediate Supervisor _____

Your Duties _____

Reasons for Leaving or Desiring to Change _____

D. Employed from _____ to _____ Job Title _____
Firm Name _____ Tel # _____
Address _____
Name & Title of Immediate Supervisor _____
Your Duties _____
Reasons for Leaving or Desiring to Change _____

II. EDUCATION

Did you graduate from high school? _____ Last Grade Completed _____
Do you have a G.E.D. certificate? _____
College or University _____ Degree/Yr _____ Major _____
Business or Technical School _____ Graduated/Yr _____
Course of Study _____

III. PERSONAL DATA

Have you previously been employed by or volunteered at the Hill Country Humane Society Center? _____
If "yes", in what capacity? _____ Dates _____
Are you related to any person now in the employment of the Hill Country Humane Society Center? _____ Name _____ Relationship _____
Have you ever been arrested? _____
If "yes", 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.)

IV. LICENSE/SKILLS

Licenses/Certificates _____
Office Equipment Operated _____
Heavy Equipment Operated _____
Other Skills/Training _____

PLEASE DESCRIBE YOUR EXPERIENCES WITH THE FOLLOWING:

1. Cleaning of cages and/or runs
2. Describe what types of wild and/or domestic animals you have experience with
3. Please describe what, if any, experience you have had with euthanasia. Include what techniques you are familiar with, how much experience you have in this area, and where you gained this experience.
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. What type of irate customers have you given service to?
7. What steps would you take to diffuse an irate customer situation?
8. What kinds of supervisory responsibilities have you had?
9. Why do you wish to work for the Hill Country Humane Society?

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 also understand that a thorough background investigation may be made through both local and state law enforcement agencies and credit agencies.

I agree to submit to a medical examination(s) including a test for drugs and/or alcohol, by a physician and laboratory appointed by the Hill Country Humane Society at such time(s) as it may request and understand that employment may be contingent upon my meeting the medical and physical requirements.

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

I further understand that any employment will be at the continuing discretion of the supervisors concerned, subject to the approval of the Shelter Managers, and that this application is the property of the Hill Country Humane Society and will become a part of my personnel file if I am accepted for employment.

Signature _____
Revised 7-22-17

Date _____