

## EMPLOYEE APPLICATION

### APPLICANT DATA

Position Applied For: \_\_\_\_\_ Date: \_\_\_\_\_

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell/Alternate: \_\_\_\_\_

Email: \_\_\_\_\_

Date Available: \_\_\_\_\_ Salary Requirement: \_\_\_\_\_

You must be 18 years of age to work at HSTB. Are you at least 18 years of age?  Yes  No

Have you ever worked for this company?  Yes  No

Are you authorized to work lawfully in the United States for Humane Society of Tampa Bay?  Yes  No

Will you now or in the future require Humane Society of Tampa Bay to commence ("sponsor") an immigration case in order to employ you (for example, H-1B or other employment-based immigration case)? *This is sometimes called "sponsorship" for an employment-based visa status.*  Yes  No

Fluent in languages other than English? Please list: \_\_\_\_\_

Type of employment desired:  Full-Time  Part-Time  Temporary  Seasonal

Who referred you to HSTB? \_\_\_\_\_

Have you ever volunteered for our organization?  Yes  No

Summarize your skills or qualifications for this position: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### REFERENCES

Please furnish contact information for two people, not related to you, who you have NOT worked for.

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Email: \_\_\_\_\_

**EDUCATION:**

Highschool: \_\_\_\_\_ # of years attended: \_\_\_\_\_

Did you graduate?  Yes  No If no, do you have a GED?  Yes  No GPA: \_\_\_\_\_

College/University: \_\_\_\_\_ # of years attended: \_\_\_\_\_

Did you graduate?  Yes  No Major: \_\_\_\_\_ GPA: \_\_\_\_\_

Other: \_\_\_\_\_ # of years attended: \_\_\_\_\_

Did you graduate?  Yes  No Major: \_\_\_\_\_ GPA: \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Position: \_\_\_\_\_

Firm/Company: \_\_\_\_\_ Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Starting Salary & Title: \_\_\_\_\_ Starting Salary & Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for a reference?  Yes  No

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Position: \_\_\_\_\_

Firm/Company: \_\_\_\_\_ Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Starting Salary & Title: \_\_\_\_\_ Starting Salary & Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for a reference?  Yes  No

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Position: \_\_\_\_\_

Firm/Company: \_\_\_\_\_ Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Starting Salary & Title: \_\_\_\_\_ Starting Salary & Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for a reference?  Yes  No

**PLEASE RESPOND THOROUGHLY TO THE FOLLOWING:**

1. Occasionally, due to poor health, severe injury, or aggressive temperaments, the Humane Society of Tampa Bay is faced with the tragedy of having to humanely euthanize (put to sleep) animals. You must be aware of this and some job classifications are trained to participate. Explain your feelings and attitudes on this subject.

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2. As a representative of the Humane Society of Tampa Bay, you will be working directly with the public on many emotional and controversial subjects. Have you had previous work experience with the public? Please explain.

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3. Daily and continuous cleaning/disinfecting of kennels, cattery, shelter, and office is necessary to ensure the health of the shelter animals and to keep up the appearance of the shelter. Are you willing to accept this as part of your job?

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4. HSTB is a not-for-profit corporation and operates on a limited budget. We insist that our staff report to work on time with minimal absenteeism. Would anything prevent you from doing this? Please explain.

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**SIGNATURE & ACKNOWLEDGEMENT**

*(Note: The first ninety days of employment are probationary. During this time, the adoption of an animal by you from the Humane Society of Tampa Bay is prohibited unless authorized by the CEO.)*

I certify that my answers are true and complete to the best of my knowledge. I authorize the Humane Society of Tampa Bay to make such investigations and inquiries of my personal employment, education, financial, and other related matters as may be necessary for an employment decision. I hereby release employers, schools, or persons from all liability when responding to inquiries in connection with my application.

I certify that I am able to lift 50lbs without assistance.

In the event that I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge. By signing this application, I am stating that I am physically able to perform the duties of the job that I am applying for.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Mail, fax, or email your application to the Humane Society of Tampa Bay:**  
Mail: HSTB, 3607 N. Armenia Ave., Tampa, FL 33607 Fax: 813.876.0765 Email: jobs@humanesocietytampa.org