

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 a citizen of the United States? Yes No

If not, are you legally allowed to work in the United States? 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.

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.

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?

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.

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, or medical history 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