



# Application for Employment

It is PAWS' policy to provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, national origin, age, mental or physical abilities, or sexual orientation.

**Please print – all questions must be answered**

Position applied for \_\_\_\_\_ Date of application \_\_\_\_\_

## Contact Information

Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime phone # \_\_\_\_\_ Evening phone # \_\_\_\_\_

E-mail address \_\_\_\_\_

Have you ever worked under another name?  Yes  No

If yes, what name? \_\_\_\_\_

## Eligibility

Are you related to any Board member or staff member of this agency?  Yes  No

If yes, please state name, position and relationship \_\_\_\_\_

If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

Are you prevented from lawfully becoming employed in this country because of visa or immigration status?

Yes  No (Proof of citizenship or immigration status will be required upon employment.)

Have you been convicted of a felony within the last 7 years?  Yes  No (Conviction will not necessarily disqualify an applicant from employment.)

If yes, please explain \_\_\_\_\_

## Employment Status

Are you currently employed?  Yes  No May we contact your present employer:  Yes  No

Are you currently on "lay-off" status with another employer and subject to recall?  Yes  No

Have you ever filed an application with us before?  Yes  No If yes, please provide date \_\_\_\_\_

Have you ever been employed with us before?  Yes  No If yes, please provide date \_\_\_\_\_

## Availability

On what date would you be available for work? \_\_\_\_\_

Are you available to work  Full Time  Part Time  Split Shifts  Temporary

Can you work any day of the week if required?  Yes  No

If no, please explain \_\_\_\_\_

Can you travel if a job requires it?  Yes  No Do you have a valid driver's license?  Yes  No

Continued

**Education and Related Activities**

	High School	Undergraduate College / University	Graduate / Professional
School name			
Location			
Years completed <i>(please circle)</i>	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
Course of study			
Did you graduate?			
Describe any specialized training, apprenticeship or skills			
Describe honors you have received			
Describe additional educational or training information that will help us in considering your application			
Professional, trade, business or civic activities and offices held <i>(You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, handicap or other protected status.)</i>			

**Professional References**

List three references whom you have known for at least five years and who are not relatives.

Name	Address	Phone number	Occupation

**Employment Experience**

Start with your present or most recent job. Include any job-related military service assignments and volunteer activities. *(You may exclude organizations which indicate race, color, religion, gender, national origin, handicapped or other protected status.)*

*Please complete every field in the Employment Experience section, even if the information is provided in your résumé.*

Employer	Dates employed		Work performed
	From	To	
Address			
Phone number	Hourly rate or salary		
	Starting	Final	
Supervisor			
Job title			
Reason for leaving			

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I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by PAWS.

I understand that any employment is conditioned on a background check. I authorize any person, organization or company listed on this application to furnish you any and all information concerning my previous employment, education and qualifications for employment. I also authorize you to request and receive such information. In consideration for my employment, I agree to abide by the rules and regulations of the company, which rules may be changed, withdrawn, added or interpreted at any time, at the company's sole option and without prior notice to me.

Additionally, I understand that nothing contained in this employment application or in the granting of any interview is intended to create an employment contract between PAWS and myself for any term of employment or for the providing of any benefit. No promises regarding employment have been made to me and I understand that no such promise or guarantees are binding upon PAWS unless in writing. I further understand that no agent or representative other than the Chief Executive Officer of PAWS has the authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date