

# EMPLOYMENT APPLICATION

## **APPLICANT'S STATEMENT:**

I understand that the Company is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring, promotion, transfer and compensation to all qualified applicants and employees without regard to age, race, color, national origin, sex, religion, handicap or disability, or any other category protected by federal, state or local law.

I authorize former and present employers, work and personal references listed in the application, and any other individuals I may name, to give the Company or its designee any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release such parties from all liability for any damages that may result from furnishing same to the Company. I also authorize the Company to provide truthful information concerning my employment with it to future employers and I agree to hold it harmless for providing such information.

I understand that the Company reserves the right, to the extent permitted by law, to require drug or alcohol screening tests of an applicant or an employee either prior to employment or any time during employment and I hereby give my consent to any such test. I consent to the release of the results of any such tests to the company or its designee. I release the Company and its designee from any and all liability and damages which may result or arise from any drug test or the provision of information in connection with such a test.

I understand that this employment application and any other Company documents are not promises of employment. Should I be employed, I understand that my employment will be on a trial period for ninety days from the date of my hiring, and that I will remain an at-will employee thereafter. I further understand that, if I am employed, I can terminate my employment at any time with or without cause and with or without advance notice, and that the Company has a similar right. I understand that no manager, representative, or agent of the Company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

The information given by me on this application and during the interview process is true and complete in all respects, and I agree that if the information is found to be false, misleading or unsatisfactory in any respect (in the Company's judgment) that I will be disqualified from consideration for employment or subject to immediate dismissal if discovered after I am hired.

I CERTIFY THAT I HAVE RECEIVED A SEPARATE WRITTEN NOTIFICATION THAT THE COMPANY MAY OBTAIN A CONSUMER REPORT ON ME FOR USE IN CONNECTION WITH MY APPLICATION AND, IF I AM HIRED, MY EMPLOYMENT WITH THE COMPANY. I AUTHORIZE THE COMPANY TO OBTAIN THIS REPORT.

THIS APPLICATION WILL BE CONSIDERED "ACTIVE" FOR A MAXIMUM OF THIRTY (30) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.

**DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THIS STATEMENT.**

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

**Work Site Employer:** Dawson County Humane Society

Applicant Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License # \_\_\_\_\_ State: \_\_\_\_\_ SSN: \_\_\_\_\_

Position Desired: \_\_\_\_\_ When available: \_\_\_\_\_

Placement Desired:  Full Time  Part Time  Temporary

Are you 18 years of age or older?  Yes  No

## **CURRENT ADDRESS:**

Address (Line 1): \_\_\_\_\_  
 Address (Line 2): \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: GA Zip: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 How long at this address? \_\_\_\_\_

## **PREVIOUS ADDRESS:**

Address (Line 1): \_\_\_\_\_  
 Address (Line 2): \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: GA Zip: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 How long at this address? \_\_\_\_\_

**BACKGROUND INFORMATION:**

Have you ever been employed by the Company or by the Worksite Employer?  Yes \_\_\_ No

If yes, when were you employed? \_\_\_\_\_

May we contact your current employer?  Yes  No If No, explain.

\_\_\_\_\_

Do you have any relationship with anyone currently in the industry?  Yes  No If Yes, explain.

\_\_\_\_\_

Have you ever pled “no contest”, nolo, or guilty to a crime or been convicted of a crime?  Yes  No

Are any charges currently pending against you or has any adjudication ever been withheld?  Yes  No

(NOTE: Answering “yes” to these questions does not constitute an automatic bar to employment). If you answered yes to any of the preceding questions, please give dates and details.

\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION:**

School Name	Years Completed	Diploma Degree	Course of Study or Major	Special Experience, Training, Skills and Extra-Curricular Activities
Elementary				
High School				
College/University				
Graduate/Professional				
Trade or Correspondence				

Licenses, Certificates (include License Number, State of Issue, etc.):

\_\_\_\_\_

**PRIOR EMPLOYMENT HISTORY:**

**Present or most recent employer:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** GA **Zip:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Date hired:** \_\_\_\_\_ **Date of termination:** \_\_\_\_\_  
**Pay rate when hired:** \_\_\_\_\_ **Pay rate at termination:** \_\_\_\_\_  
**Supervisor Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Job title and description of duties:** \_\_\_\_\_  
\_\_\_\_\_  
**Reason for leaving this job:** \_\_\_\_\_

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**Next most recent employer:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** GA **Zip:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Date hired:** \_\_\_\_\_ **Date of termination:** \_\_\_\_\_  
**Pay rate when hired:** \_\_\_\_\_ **Pay rate at termination:** \_\_\_\_\_  
**Supervisor Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Job title and description of duties:** \_\_\_\_\_  
\_\_\_\_\_  
**Reason for leaving this job:** \_\_\_\_\_

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**Next most recent employer:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** GA **Zip:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Date hired:** \_\_\_\_\_ **Date of termination:** \_\_\_\_\_  
**Pay rate when hired:** \_\_\_\_\_ **Pay rate at termination:** \_\_\_\_\_  
**Supervisor Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Job title and description of duties:** \_\_\_\_\_  
\_\_\_\_\_  
**Reason for leaving this job:** \_\_\_\_\_

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**Next most recent employer:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** GA **Zip:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Date hired:** \_\_\_\_\_ **Date of termination:** \_\_\_\_\_  
**Pay rate when hired:** \_\_\_\_\_ **Pay rate at termination:** \_\_\_\_\_  
**Supervisor Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Job title and description of duties:** \_\_\_\_\_  
\_\_\_\_\_  
**Reason for leaving this job:** \_\_\_\_\_