



Application for Employment

Auburn Valley Humane Society is an Equal Opportunity Employer. We consider applicants for all positions, provide training, compensate, and promote without regard to race, religion, sex, national origin, age, marital or veteran status, the presence of any physical, mental, or sensory disability, or any other legally protected status.

Position Applied For: _____ Date of Application: _____

Please Print or Type:

Name: Last First Middle

Address City State Zip Code

Telephone Number(s): Home _____ Cell _____

Please indicate your response by circling an answer below.

How did you learn about us? Advertisement · Agency · Friend/Relative · Walk-in · Other _____

Have you been employed with us before? Yes · No If yes, give dates and location: _____

Do you have any relatives that work for Auburn Valley Humane Society? Yes · No If Yes, who? _____

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

Can you provide proof of eligibility to work in the U.S? Yes · No (Proof of eligibility will be required upon employment)

Are you available to travel if the job requires it? Yes · No

Date available to start: _____ Availability to work: Full time · Part time · Temporary (until _____)

Indicate any restrictions on days and/or hours: _____

Would you be available to work occasional overtime if required? Yes · No

Educational Background

School Name and Location	Major Course or Subject	Dates attended:		Graduated	
		From	To	Y/N	Degree
_____	_____	_____	_____	_____	_____
College / University	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
College / University	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
College / University	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Business / Technical / Trade / Other	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Business / Technical / Trade / Other	_____	_____	_____	_____	_____

List any professional licenses or certifications you currently hold: _____

List pertinent business, computer, office and equipment (machine) skills: _____

Have you ever been discharged or forced to resign from any employment? Yes · No

If Yes, explain: _____

List any Professional, Trade or Business organizations you participate in that will contribute to the position applied for (exclude those positions that indicate sex, race, religion, nations origin, age, disability, or other protected status):

Describe why you are interested in this position with Auburn Valley Humane Society:

Describe what makes you a strong candidate for this position:

References

List two personal references that are not listed in your Employment History and are not related to you:

Name

Address, City, State, Zip Code

Home Phone / Work Phone

Relationship - How long known

Name

Address, City, State, Zip Code

Home Phone / Work Phone

Relationship - How long known

Application for Employment – Terms and Conditions

I understand and agree to all of the following items:

1. Misrepresentation or omission of material information from my employment application and/or resume submitted to Auburn Valley Humane Society may result in rejection of my application or, if hired, termination.
2. I authorize Auburn Valley Humane Society to investigate my background and any of the information given on this application as needed to arrive at an employment decision.
3. I further authorize my former employers to provide Auburn Valley Humane Society or its authorized representative with employment information that they request, and I release former employers from liability that may arise as a result of the disclosure of such information.
4. Nothing contained in my application for employment, or conveyed during any interview that may be granted, is intended to create a contract of employment with Auburn Valley Humane Society.
5. I understand that any offer of employment with Auburn Valley Humane Society will be contingent on the favorable result of a drug screen and background investigation.
6. I understand that if hired by Auburn Valley Humane Society, I will be required to furnish proof of eligibility to work in the U.S.
7. I understand that Auburn Valley Humane Society reserves the right to drug test during my employment, and that an unfavorable result on a drug test will be cause for corrective action, up to and including termination.
8. I understand that any employment relationship with Auburn Valley Humane Society is "at will", meaning either I or Auburn Valley Humane Society may terminate the employment relationship at any time for any non-discriminatory reason.

I have read, understand and accept the application for employment terms and conditions:

Applicant Signature

Date

EEO-1 Form



Auburn Valley Humane Society is required under the authority of Public Law 88-352, Title VII of the Civil Rights Act of 1964, as amended, to provide Equal Employment Opportunity information to the Joint Reporting Committee in Washington D.C. We ask that you complete the attached form to enable us to report accurate employment information. **THIS INFORMATION IS STRICTLY CONFIDENTIAL** and will not, in any way, be used with regards to employment decisions. Auburn Valley Humane Society is an Equal Opportunity Employer. The information provided is being used solely for the purpose of completing the EEO, Form 100 report. If you do not wish to provide this information, please sign the attached form and leave the other information blank.

EEO-1 Race/Ethnic Identification

"For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than ONE race\ethnic group."

The race\ethnic categories for this survey are:

1. Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin regardless of race
2. White (Not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, the Middle East or North Africa
3. Black or African American (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa
4. Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands
5. Asian (Not Hispanic of Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam
6. American Indian or Alaska Native (Not Hispanic of Latino) – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment
7. Two or More Races (Not Hispanic or Latino) – all persons who identify with more than one of the above five races

Please complete the following section:

Race Code _____

Employee Name _____

Signature _____

Background Questionnaire

Please Print Clearly and Provide All Information. You Must Sign and Date this Document. Use Additional Sheets or the Back of this Form, if Required.

Position Applied for

Personal Information

Last Name	First Name	Middle Name	SSN
Phone No.	Driver's License No.	State of Issue	Date of Birth*
List Any Other Names Used			

Residential History, Present and Former Addresses

Street Address	City	State	Zip Code	County	
Street Address	City	State	Zip Code	County	From/To (Dates)

Criminal History. You MUST Answer Each of the Following Three Questions by Checking Yes or No**

- Yes No 1. Have you been convicted of a crime?
- Yes No 2. Have you received an alternative adjudication for which the deferral period, parole, probation, or court supervision ended within the past seven years?
- Yes No 3. Do you have any open warrants or charges pending against you?

→ If You Answered "Yes" to Any of These Three (3) Questions, Provide Details Below:

County	City	State	Date	Charge	Disposition
County	City	State	Date	Charge	Disposition

*You are requested to provide your date of birth on this form. The date of birth is needed to verify an applicant's criminal and driving histories. The Federal Age Discrimination in Employment Act of 1967 prohibits discrimination in employment on the basis of age, and date of birth information will only be used for legal purposes.

**Conviction of a crime is not an absolute bar to employment. Factors such as the age of the offense, evidence of rehabilitation, seriousness of the violation and job-relatedness are considered in all employment decisions.

Authorization, Release, Acknowledgement and Certification

I hereby authorize and request, without reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agencies, or any other persons or agencies having knowledge about me to furnish Alliance 2020 with any and all background information in their possession regarding me, in order that my employment qualifications may be evaluated. Furthermore, I release all parties mentioned above from any liability and responsibility for doing so.

I also authorize the procurement of a consumer report and/or an investigative consumer report for the purpose of consideration for employment. This authorization, in its original form, fax or copy (mechanical or digital) shall be valid for this and all future consumer reports and/or investigative consumer reports or updates that may be deemed necessary subsequent to an offer of employment and/or my employment with this firm. I acknowledge that I have been provided a separate combined disclosure and authorization regarding consumer and/or investigative consumer reports pursuant to the requirements of the Fair Credit Reporting Act (FCRA). I certify that all information I have provided is truthful, complete and correct to the best of my knowledge. I understand that misrepresentation, omissions or false statements, when discovered, will result in a refusal to hire, or if hired, may result in my dismissal at any time.

Signature

Printed Name

Date

Combined FCRA Disclosure Notice and Authorization Regarding Background Consumer Reports

Disclosure

A consumer report and/or investigative consumer report, in accordance with the Fair Credit Reporting Act (FCRA) and all state and federal laws, may be obtained in connection with your application for and/or continued employment with the employer. The consumer report may include information concerning your character, employment history, immigration status, general reputation, personal characteristics, police record, education, qualifications, motor vehicle record, mode of living and/or credit and indebtedness

A consumer report and and/or an investigative consumer report may be obtained at any time during the application process or during your employment with the employer. A consumer report containing injury and illness records and medical information may be obtained after a tentative offer of employment has been made.

Upon timely written request of the personnel department of the employer, and within five days of the request, the name, address and phone number of the reporting agency and the nature and scope of the investigative consumer report will be disclosed you.

Before any adverse action is taken, based in whole or in part on the information contained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the reporting agency, and a summary of your rights under the FCRA.

Authorization

Read, acknowledged and authorized.

Signature _____ Date _____

Printed Name _____

For California applicants only, if you like to receive a copy of the report, if one is obtained, please check here:

For Minnesota or Oklahoma applicants only, if you like to receive a copy of the consumer report, if one is obtained, please check here: