



A No-Kill Animal Shelter

Employment Application

Macoupin County Adopt-A-Pet
a.k.a. Benld Adopt-A-Pet
P O Box 53 - 807 Stewart Rd - Benld IL 62009
Phone 217.835.2538 - Fax 217.835.2537

NOTE: Please print all information, except signature, using a black ink pen.

Section 1 - Personal Information:

Name _____

Last

First

Middle

Present Address _____

Street

City

State

Zip

How long have you lived at the above address? _____ If less than 1 year, list previous address.

Previous Address _____

Street

City

State

Zip

Telephone (1) _____ / _____ Telephone (2) _____ / _____

Social Security No. _____ - _____ - _____ If under 18, date of birth. _____ - _____ - _____
Month Day Year

How many hours can you work weekly? _____ Can you work nights and weekends? Yes No

Can you work on short notice? Yes No How many sick days did you take last year? _____

Employment desired: Full time Part-time Full or Part-time When can you start? _____

Have you ever been convicted of a crime (felony or misdemeanor)? Yes No If yes, explain in detail.

Be advised that drug tests may be administered on a random basis prior to and/or during employment.

Do you have any relatives or close friends that work, or have worked, at Benld Adopt-A-Pet? Yes No

If yes, explain. _____

Why do you want to work at Benld Adopt-A-Pet? _____

Section 2 - Education:

<u>Type of School</u>	<u>Name & Address</u>	<u>No. Years Completed</u>	<u>Major/Degree</u>
High School	_____	_____	_____
College	_____	_____	_____
Business/Trade	_____	_____	_____
Professional	_____	_____	_____

Section 3 - Drivers License:

Do you have a valid drivers license? Yes No State of issue _____

Drivers license number _____ Class _____ Expiration date _____

Have you had any accidents or moving violations during the past three years? Yes No If yes, explain.

If you are considered for a position, you will be required to obtain a copy of your Motor Vehicle Record from the Department of Motor Vehicles, and pay the applicable fee. Would you agree to do this? Yes No

What are your means of transportation for getting to and from work? _____

Are you able to be on time for your shift at 8 a.m. and/or 1 p.m.? Yes No If no, explain. _____

Section 4 - Pets:

Do you presently own any pets? Yes No If so, how many and what kind (i.e., cats, dogs, etc.). _____

Do you have your pets spayed/neutered? Yes No Do you routinely have your pets vaccinated and given all required shots including rabies? Yes No What is the name and address of your Veterinarian?

Name _____ Phone _____ / _____

Address _____
Street City State Zip

Have you ever been cited for any violation regarding your pets by any government agency? Yes No

If yes, explain. _____

Do you have any medical conditions that would interfere with your working with animals or performing the job requirements previously described for this position? Yes No If so, explain. _____

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Please list any special skills, past experiences, or accomplishments that you feel will better qualify you for working at the shelter, and especially with the animals. _____

Section 5 - Work Experience:

Please list your work experience for the past five years beginning with your most recent job held, and explain any gaps in employment.

You may attach additional sheets of paper if necessary.

Name of employer _____ Phone _____ / _____

Address _____
Street City State Zip

Name of last supervisor _____ Your last job title _____

Employment dates: From _____ To _____

Reason for leaving (be specific) _____

List jobs held, duties performed, skills used or learned, advancements or promotions while with this employer.

Name of employer _____ Phone _____ / _____

Address _____
Street City State Zip

Name of last supervisor _____ Your last job title _____

Employment dates: From _____ To _____

Reason for leaving (be specific) _____

List jobs held, duties performed, skills used or learned, advancements or promotions while with this employer.

Name of employer _____ Phone _____ / _____

Address _____
Street City State Zip

Name of last supervisor _____ Your last job title _____

Employment dates: From _____ To _____

Reason for leaving (be specific) _____

List jobs held, duties performed, skills used or learned, advancements or promotions while with this employer.

Name of employer _____ Phone _____ / _____

Address _____
Street City State Zip

Name of last supervisor _____ Your last job title _____

Employment dates: From _____ To _____

Reason for leaving (be specific) _____

List jobs held, duties performed, skills used or learned, advancements or promotions while with this employer.

Applicant Statement

I certify that all of the information I have provided is true, complete and correct. I understand that any misrepresentations, omissions of facts or incomplete answers in this application will disqualify me from further consideration of employment. I further understand that, if employed, any misrepresentations or omissions of facts in this application will be cause for my dismissal at any time without prior notice.

I authorize Benld Adopt-A-Pet to contact my prior employers, and other sources of information regarding my background, criminal history and/or driving history and I hereby authorize and direct each such employer and source of information to answer any and all questions regarding my prior employment and background. I hereby indemnify Benld Adopt-A-Pet, each of my prior employers and each of the other sources of information contacted and agree to hold them harmless from any and all claims arising from this authorization and direction.

Signature _____ Date _____