



# KANSAS HUMANE SOCIETY

## Employment Application

3313 N. Hillside Wichita, KS 67219 - 316.524.9196 - www.kshumane.org

### Our Vision

To create a humane community for all companion animals.

### Our Mission

The Kansas Humane Society is a community resource for pets and people, dedicated to enhancing the welfare of all companion animals.

### About Us

The Kansas Humane Society is a private, not-for-profit, 501(c)(3) organization that receives over 15,000 animals each year from citizens unable or unwilling to care for them.

Date \_\_\_\_\_ Are you 17 years of age or older?  Yes  No

Name \_\_\_\_\_ E-mail \_\_\_\_\_

Current Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Previous Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

What position are you applying for? \_\_\_\_\_

What responsibilities or tasks do you expect to perform for this job? \_\_\_\_\_

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Hourly Wage/Salary Desired \_\_\_\_\_ Date Available \_\_\_\_\_

Seeking  Full Time Employment  Part Time Employment  Either

Are you available to work weekends or holidays?  Yes  No

How did you hear about this position? \_\_\_\_\_

## WORK EXPERIENCE

List your previous experience beginning with your most recent position.

Company \_\_\_\_\_ May we contact this employer?  Yes  No

Address/City/State \_\_\_\_\_

Phone \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Dates Employed - Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Starting Job Title \_\_\_\_\_ Ending Job Title \_\_\_\_\_

Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Company \_\_\_\_\_ May we contact this employer?  Yes  No

Address/City/State \_\_\_\_\_

Phone \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Dates Employed - Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Starting Job Title \_\_\_\_\_ Ending Job Title \_\_\_\_\_

Duties \_\_\_\_\_

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Phone \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Dates Employed - Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Starting Job Title \_\_\_\_\_ Ending Job Title \_\_\_\_\_

Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

## EDUCATION

High School Name \_\_\_\_\_ City/State \_\_\_\_\_

Years Completed | 2 3 4

College/University Name \_\_\_\_\_ City/State \_\_\_\_\_

Years Completed | 2 3 4 Graduation Date \_\_\_\_\_ Major \_\_\_\_\_

Additional School/Training Name \_\_\_\_\_ City/State \_\_\_\_\_

Years Completed | 2 3 4 Graduation Date \_\_\_\_\_ Major \_\_\_\_\_

## TRAINING AND SKILLS

Please mark if you have professional experience in the following areas and explain below:

- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Animal Handling | <input type="checkbox"/> Animal Behavior | <input type="checkbox"/> Animal Welfare  |
| <input type="checkbox"/> Office Skills    | <input type="checkbox"/> Kennel Cleaning | <input type="checkbox"/> Vet Technician  | <input type="checkbox"/> Animal Grooming |

Customer Service Skills \_\_\_\_\_

Office Skills \_\_\_\_\_

Professional Animal Care Training/Experience \_\_\_\_\_

Have you worked professionally with domestic animals before?  Yes  No

If yes, which ones?  Dogs  Cats  Rodents  Birds  Other \_\_\_\_\_

Can you perform the essential functions of the job applied for with/without reasonable accomendations?  Yes  No

## INQUIRY

Why do you want to work for the Kansas Humane Society? \_\_\_\_\_

What are your thoughts about euthanasia? \_\_\_\_\_

## CONVICTION RECORD

Have you ever been convicted of crime other than a minor traffic offense?  Yes, please explain  No \_\_\_\_\_

*An affirmative response will not necessarily disqualify you from employment.*

## PROFESSIONAL REFERENCES

List the names, addresses and phone numbers of three professional references who are not related to you.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## PERMISSION TO WORK

Are you legally authorized to work in the United States?  Yes  No

## APPLICANT'S STATEMENT

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that any falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I understand that this application is valid for 6 months; I will reapply after that time if I am still interested in employment. I also understand that my employment is terminable-at-will, and that this application is not, and is not intended to be, a contract for continued employment.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## FOR KHS STAFF USE ONLY

First Interview Date \_\_\_\_\_ Second Interview Date \_\_\_\_\_ Reference Check \_\_\_\_\_

Notes