



EMPLOYMENT APPLICATION

1 APPLICANT INFORMATION

Position(s) applied for: _____ Date of application: ___/___/___

Name:
Last _____ First: _____ M.I. _____

Address: _____
Street _____ City _____ State _____ Zip Code _____

Email: _____ Telephone #: () _____ Other Phone #: () _____

Are you under the age of 18? Yes No **(NOTE:** If yes, you may be required to furnish proof of exemption or partial waiver as detailed by your State Child Labor Law.

Can you with or without reasonable accommodation perform the essential functions of the position for which you are applying? Yes No

Are you authorized to lawfully work in the United States? Yes No
Date available for work? _____

(NOTE: You will be required to provide appropriate document(s) for completion of the I-9 at the time of employment)

Have you previously filed an application with this company? Yes No If yes, gives date. _____

Have you previously been employed by this company? Yes No

If yes, give dates. _____

Please list any relatives or friends who are employed at Animal Rescue League and their relationship to you:

Type of employment desired: Full-time Part-time Variable Seasonal

Do you have a reliable means of transportation (which will enable you to be at work as required)?

Yes No

Will you work overtime if asked? Yes No

If required, are you available to work evenings and weekends? Yes No

Are there any hours, shifts, or days you are unavailable to work? Yes No If yes, explain:

What are your compensation expectations? Annual Salary: _____ Other: _____



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2 SKILLS AND QUALIFICATIONS

Summarize any training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

Other Languages: (Please indicate if read, written, or spoken.)

If travel is not a requirement of the position for which you are applying, please skip to next section.

Can you travel if a job requires it? Yes No

If so, do you have a valid driver's license? Yes No

3 EDUCATION DATA

Name of School	City, State	Area of Study	Last year completed				Degree or Diploma
High School			9	10	11	12	
College or Tech School			1	2	3	4	
College (Post-Graduate)			1	2	3	4	

4 PROFESSIONAL REFERENCE – List 3 individuals, not relatives, whom you have known at least one (1) year

Name and Address	Telephone	Email	Years Known

5 EMPLOYMENT HISTORY – Begin with current or most recent employer. Account for all time periods including unemployment, self-employment, and military service. This section must be completed in full in addition to any attached resume.

Employer	Dates Employed		Immediate Supervisor / Title
	From	To	
Address			
Starting Job Title / Final Job Title	May we Contact for Reference		Telephone Number
	YES	NO	
Work Performed			
Reason for Leaving			



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Employer	Dates Employed		Immediate Supervisor / Title
	From	To	
Address			
Starting Job Title / Final Job Title	May we Contact for Reference		Telephone Number
	YES	NO	
Work Performed			
Reason for Leaving			
Employer	Dates Employed		Immediate Supervisor / Title
	From	To	
Address			
Starting Job Title / Final Job Title	May we Contact for Reference		Telephone Number
	YES	NO	
Work Performed			
Reason for Leaving			
Please provide an explanation for any lapse of employment			
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Have you ever been dismissed or forced to resign from an employment? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please explain.			
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Animal Rescue League is committed to being an Equal Opportunity Employer, and does not discriminate because of race, color, creed, gender, religion, national origin, disability, age, pregnancy, possession of a GED, genetic predisposition or carrier status, marital status, citizenship status, or sexual orientation. Accommodations will be provided to qualified individuals requiring them. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. EOE/M/F/D/V/SO.

ACKNOWLEDGMENTS (Please read and initial each)

	I certify that all information provided in this application is true, complete, and correct to the best of my knowledge. I understand that misrepresentations or omissions will be sufficient cause to cancel further consideration or immediately discharge upon discovery.
	I expressly authorize Animal Rescue League of Berks County, its representatives, employees, or agents to contact and obtain information from all references, employers, agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or interview. I hereby waive any and all rights and claims that I may have regarding the employer, its agents, employees, or representatives for seeking, gathering, and/or using such information in the employment process and all other persons, corporations, or organizations for furnishing such information about me. May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
	I understand that Animal Rescue League does not unlawfully discriminate employment and that no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on any basis prohibited by local, state, or federal law.
	This application does not constitute an agreement or contract for employment for any specified period. I understand that no supervisor or company representative is authorized to make any assurances to the contrary. If selected for employment with Animal Rescue League of Berks County, I understand that my employment is "At-Will" and that Animal Rescue League of Berks County has the right to terminate my employment with or without cause, and with no prior notice. As an employee, I can also terminate my employment with Animal Rescue League of Berks County "At Will". The At-Will nature of my employment will be retained throughout my employment with Animal Rescue League of Berks County.
	I understand that if I am offered employment, I will be required to provide proof of identity and legal authorization to work in the United States and that Federal immigration laws require me to complete an I-9 Form in this regard.

Applicant Signature

Date

THANK YOU FOR YOUR INTEREST!

Someone will be in contact with you if your application is identified as a potential fit for one of our positions.

Have a great day!