

Have you ever been convicted of a Felony? Yes No **Or a Misdemeanor?** Yes No (A conviction will not necessarily disqualify applicant from employment.) **If yes to either one, please provide the following information:**

Location	Date	Charge	Disposition of Case(s)

EDUCATION / SKILLS:

Education Level	Name & Address of School	Circle Yrs Completed	Degree	Major
High School		9 10 11 12		
Community / Junior College				
Business or Trade School				
College or University				
Other				

Typing : Yes No If Yes, WPM _____ Ten-Key: Yes No If Yes, By Touch By Sight

List any PC and software you are familiar with and can effectively use and operate: _____

Production/Mobile Machinery (list): _____

Other Qualifications: (Summarize special job related skills and qualifications acquired from employment or other experience): _____

U.S. Military or Naval Service: _____ Rank: _____

EMPLOYMENT HISTORY:

Instructions: This must be completed, even if supplemented by a resume. List your most recent employer first, including U.S. Military Service and unpaid or volunteer work. Base salary does not include overtime, bonuses or commissions.

FROM (Mo./Yr.) _____ TO (Mo./Yr.) _____ TOTAL _____ YRS. _____ MOS. YOUR POSITION _____
PRESENT EMPLOYER: _____ YOUR SUPERVISOR _____
ADDRESS: _____ PHONE #: _____
TYPE OF BUSINESS: _____
BASE SALARY: _____ / _____ <input type="checkbox"/> Monthly <input type="checkbox"/> Weekly <input type="checkbox"/> Hourly OTHER COMPENSATION/BONUSES: _____
BRIEF DESCRIPTION OF YOUR DUTIES & RESPONSIBILITIES: _____
FROM (Mo./Yr.) _____ TO (Mo./Yr.) _____ TOTAL _____ YRS. _____ MOS. YOUR POSITION _____
PRESENT EMPLOYER: _____ YOUR SUPERVISOR _____
ADDRESS: _____ PHONE #: _____
TYPE OF BUSINESS: _____
BASE SALARY: _____ / _____ <input type="checkbox"/> Monthly <input type="checkbox"/> Weekly <input type="checkbox"/> Hourly OTHER COMPENSATION/BONUSES: _____
BRIEF DESCRIPTION OF YOUR DUTIES & RESPONSIBILITIES: _____
FROM (Mo./Yr.) _____ TO (Mo./Yr.) _____ TOTAL _____ YRS. _____ MOS. YOUR POSITION _____
PRESENT EMPLOYER: _____ YOUR SUPERVISOR _____
ADDRESS: _____ PHONE #: _____
TYPE OF BUSINESS: _____
BASE SALARY: _____ / _____ <input type="checkbox"/> Monthly <input type="checkbox"/> Weekly <input type="checkbox"/> Hourly OTHER COMPENSATION/BONUSES: _____
BRIEF DESCRIPTION OF YOUR DUTIES & RESPONSIBILITIES: _____

FROM (Mo./Yr.) _____ TO (Mo./Yr.) _____ TOTAL _____ YRS. _____ MOS. YOUR POSITION _____
 PRESENT EMPLOYER: _____ YOUR SUPERVISOR _____
 ADDRESS: _____ PHONE #: _____
 TYPE OF BUSINESS: _____
 BASE SALARY: _____ / _____ Monthly Weekly Hourly OTHER COMPENSATION/BONUSES: _____
Start Finish
 BRIEF DESCRIPTION OF YOUR DUTIES & RESPONSIBILITIES: _____

REFERENCES:	
NAME: _____ ADDRESS: _____ CITY, STATE, ZIP _____ DAYTIME PHONE: _____ RELATIONSHIP: _____ <div style="text-align: right; font-size: small;">(No Relatives)</div>	NAME: _____ ADDRESS: _____ CITY, STATE, ZIP _____ DAYTIME PHONE: _____ RELATIONSHIP: _____ <div style="text-align: right; font-size: small;">(No Relatives)</div>

GENERAL REQUIRMENTS FOR ALL POSITIONS AT THE KOOTENAI HUMANE SOCIETY PET ADOPTION CENTER ARE AS FOLLOWS:

- Some knowledge of dog and cat breeds, companion animal behavior and care requirements needed.
- Beginning computer skills required.
- Ability to work independent as well as participate in a team environment.
- Ability to safely handle and control large and/or difficult animals.
- Ability to safely lift up to 50 lbs. Without assistance.
- Ability to stand or sit for long periods of time.
- Ability to follow both written and verbal instructions.
- Ability to effectively communicate with the public (i.e. good customer relation skills).
- Basic knowledge of math.
- Allergic conditions, which would be aggravated when handling or working in an environment with animals, may be a disqualification.

AUTHORIZATION

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for termination. I understand also, that I am required to abide to by all rules and regulations of the employer, both written and orally given.

I hereby authorize the Kootenai Humane Society, Inc. to solicit all information which it may need in connection with this application and to request each person referred to in this application (except as restricted below) to provide all such information to the Kootenai Humane Society, Inc. The Kootenai Humane Society, Inc. is hereby authorized to circulate my application and any other information which it obtains from the employers, firms or persons referred to in this application to all legally constituted authorities to review all pertinent parts of my personnel file.

I also understand and agree that any employment of me by the Kootenai Humane Society, Inc. is terminable at will be either Kootenai Humane Society, Inc. or me, with or without notice and with or without cause. Any changes to this agreement will not be valid unless signed in writing by me and 2 duly authorized board members of the Kootenai Humane Society, Inc.

SIGNATURE: _____
 Date: _____

I hereby authorize the Kootenai Humane Society, Inc. to contact:
 MY PRESENT EMPLOYER YES NO (if applicable)
 MY PAST EMPLOYER(S) YES NO (if applicable)
 MY PERSONAL REFERENCES YES NO (if applicable)