

Humane Society of Bexar County Job Application Requirements

These requirements **must** all be met in order for your application to be considered. No exceptions.

Once you have determined that you meet these requirements, please fill application out completely as **incomplete applications will be disqualified**. Applications may be submitted in person at the front desk or by email to jobs@humanesocietypca.org

After you have turned in your application, it will be reviewed and **you will only receive a call if you are considered for a position**. **No phone calls or emails, please.**

- ❖ Must be 18 years of age
- ❖ Must be able to work various shifts between 7 am and 8 pm including weekends and willing to work holidays
- ❖ Must have a minimum of 8 months continuous employment with the same company
- ❖ Must be able to pass a background check and drug screening
- ❖ Must be able to lift 50 lbs.
- ❖ Must stand, walk, bend and stoop for 8 hours
- ❖ Must have the ability to perform prolonged physical activity
- ❖ Must be able to perform tasks that involve potential for exposure to blood, body fluids, or tissues, animal and human
- ❖ Must not have any condition that would be aggravated from exposure or through contact with animals or chemicals used to sanitize facilities, vehicles or equipment

EDUCATION

List names and addresses of schools:

Years
Completed

Diploma/
Degree

High School or GED: _____
Address: _____

College/University: _____
Address: _____

Other: _____
Address: _____

ADDITIONAL QUESTIONS

Do you have a valid driver's license? Yes / No Driver's License Number _____

Class of License _____ State Issued _____

Have you had your license suspended or revoked in the past 3 years? Yes / No

What interests you about working for the Humane Society? _____

What special skills can you bring at the Humane Society? _____

The Humane Society has core values that we strive to work by. Please give your definition for each one.

Customer Service _____

Adaptability _____

Responsibility _____

Respect _____

Integrity _____

WORK HISTORY

Give information on previous employment beginning with current/most recent. Telephone numbers and contact names are critical. Please account for all periods of time including military service/unemployment. Note: a job offer may be contingent upon acceptable references from current/former employers. **Please do not say "see resume" for this section.**

Current/Most Recent Employer _____

Address _____ City _____ State _____ Zip Code _____

Telephone Number _____ Your Position _____ Supervisor/Manager _____

Start Date _____ End Date _____ Starting Salary _____ Ending Salary _____

Your Duties/Responsibilities _____

Reason(s) for leaving _____

Previous Employer _____

Address _____ City _____ State _____ Zip Code _____

Telephone Number _____ Your Position _____ Supervisor/Manager _____

Start Date _____ End Date _____ Starting Salary _____ Ending Salary _____

Your Duties/Responsibilities _____

Reason(s) for leaving _____

Previous Employer _____

Address _____ City _____ State _____ Zip Code _____

Telephone Number _____ Your Position _____ Supervisor/Manager _____

Start Date _____ End Date _____ Starting Salary _____ Ending Salary _____

Your Duties/Responsibilities _____

Reason(s) for leaving _____

USE ADDITIONAL PAPER AS NEEDED

REFERENCES

Give three (3) Employment References can be co-workers, **must not be a relative**:

Name:	Phone Number:	Yrs. Known/Relationship:

Have you worked or attended school under any other names? Yes / No

If yes, give names: _____

List states and countries of residence for the past seven years: _____

Can you lift 50 lbs.? Yes / No

Can you perform prolonged physical activity? Yes / No

Do you have any allergies or conditions that might be aggravated from exposure or contact with animals or chemicals? Yes / No

AFFIDAVIT, CONSENT, AND RELEASE

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, employer, past employers and organizations to provide relevant information and opinions that may be useful in making an employment decision. I release such persons and organizations from any legal liability in making such statements.

I understand that I will be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required.

I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I understand that this application, statements by management, or subsequent employment does not create an express or implied contract of employment nor guarantee employment for any definite period of time. If employed, I understand that I have been hired at the will of the employer and my employment may be terminated at any time, with or without reason, and with or without notice. I further acknowledge that if employed, that at-will nature of my employment cannot be modified in any way by any person affiliated with the Humane Society/SPCA of Bexar County.

I have read, understand, and by my signature consent to these statements.

Signature

Date