



ADAMS COUNTY HUMANE SOCIETY  
1982 11<sup>th</sup> Ave.  
Friendship, WI 53935  
(608) 339-6700  
achs@adamscountyhumanesociety.org

# EMPLOYMENT APPLICATION

The Adams County Humane Society is an equal opportunity employer. The Adams County Humane Society does not unlawfully discriminate based on race, color, sex, marital status, age, creed, religion, national origin, disability, sexual orientation, veteran status or any other classification protected by applicable law.

**Please read all instructions carefully and complete all sections of the application completely and accurately. Even if you have submitted a resume, ALL sections must be completed. Your application may be ineligible for review if information is omitted or inaccurate.**

**Attention applicant:** It is your responsibility to provide sufficient information on this application to indicate that you meet the minimum qualifications for the job for which you wish to be considered.

**Please print and answer all questions completely!**

Date: \_\_\_\_\_

Name \_\_\_\_\_ D.O.B. \_\_\_\_\_  
First MI Last

Present address \_\_\_\_\_

How long have you lived here? \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
A valid social security number will be required if you are hired.

Home Phone \_\_\_\_\_ Other / Cell Phone \_\_\_\_\_

Email address \_\_\_\_\_

Hours Desired: Full-time \_\_\_\_\_ Part time \_\_\_\_\_ Either \_\_\_\_\_ Temporary Summer Hours Only \_\_\_\_\_

How do you feel about working some weekends and holidays? \_\_\_\_\_

Are you available to work any time of the day or week as needed? Yes \_\_\_\_\_ No \_\_\_\_\_

If not please list days and times available \_\_\_\_\_

Date you can start: \_\_\_\_\_ Desired wage: \_\_\_\_\_

How did you learn of this job opportunity: \_\_\_\_\_

If hired, can you furnish proof that you are eligible to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

Valid Driver's License Number: \_\_\_\_\_

Please list any traffic tickets you have had in the last 5 years \_\_\_\_\_

Have you ever been convicted of a crime? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain \_\_\_\_\_

\_\_\_\_\_

Been convicted of a felony or misdemeanor of animal abuse within the last seven years?

Yes \_\_\_\_\_ No \_\_\_\_\_

A conviction record will not necessarily disqualify you for employment consideration.

If yes, please explain: \_\_\_\_\_

Will you take a drug test before getting hired?

Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have any computer experience?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please list \_\_\_\_\_

Are you comfortable assisting customers?

Yes \_\_\_\_\_ No \_\_\_\_\_

How would you deal with an irate customer? \_\_\_\_\_

Have you ever worked for a Humane Society before?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, when and where: \_\_\_\_\_

Do you have any allergies or conditions that would prevent you from working with the animals?

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, Please Explain: \_\_\_\_\_

Can you work with Bleach or other chemicals?

Yes \_\_\_\_\_ No \_\_\_\_\_

Would you be able to or willing to learn how to give medications to the animals?

Yes \_\_\_\_\_ No \_\_\_\_\_

Would you be able to or willing to learn how to safely restrain an animal?

Yes \_\_\_\_\_ No \_\_\_\_\_

At times, even though we don't like to, we have to use euthanasia. Is this a problem for you?

Yes \_\_\_\_\_ No \_\_\_\_\_

At ACHS we only euthanize for untreatable medical issues and behavioral issues.

Would you be willing to help clean dog kennels and cat cages?

Yes \_\_\_\_\_ No \_\_\_\_\_

Are you acquainted with anyone who is or was employed by Adams County Humane Society?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, who: \_\_\_\_\_

Are you able to lift 50 pounds?

Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been discharged by an employer?

Yes \_\_\_\_\_ No \_\_\_\_\_

Have you had any training or experience related to the care of animals?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please list \_\_\_\_\_

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List any personal characteristics which would qualify you for employment at the Adams County Humane Society.  
*Examples would be...can work independently, able to multi task, manages others and teaches people easily*

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Please identify any additional knowledge, skills or qualifications that will be helpful to us in considering your application for employment. Please include any work with animals including family farming and hobbies:

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### PREVIOUS WORK EXPERIENCE

Please list below your last four employers, starting with your most current.

Employer Name: _____	Job title: _____
Type of Business: _____	Date Hired _____ to _____
Address: _____	Total length of employment _____
Name of Supervisor: _____	Length of time at last current position _____
Telephone Number: _____	Starting Rate _____ Ending Rate _____
May we contact this employer? Yes _____ No _____	Number of hours worked per week _____
Duties: _____	
Reason for leaving: _____	

Employer Name: \_\_\_\_\_ Job title: \_\_\_\_\_  
Type of Business: \_\_\_\_\_ Date Hired \_\_\_\_\_ to \_\_\_\_\_  
Address: \_\_\_\_\_ Total length of employment \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_ Length of time at last current position \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Starting Rate \_\_\_\_\_ Ending Rate \_\_\_\_\_  
May we contact this employer? Yes \_\_\_\_\_ No \_\_\_\_\_ Number of hours worked per week \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Job title: \_\_\_\_\_  
Type of Business: \_\_\_\_\_ Date Hired \_\_\_\_\_ to \_\_\_\_\_  
Address: \_\_\_\_\_ Total length of employment \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_ Length of time at last current position \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Starting Rate \_\_\_\_\_ Ending Rate \_\_\_\_\_  
May we contact this employer? Yes \_\_\_\_\_ No \_\_\_\_\_ Number of hours worked per week \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Job title: \_\_\_\_\_  
Type of Business: \_\_\_\_\_ Date Hired \_\_\_\_\_ to \_\_\_\_\_  
Address: \_\_\_\_\_ Total length of employment \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_ Length of time at last current position \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Starting Rate \_\_\_\_\_ Ending Rate \_\_\_\_\_  
May we contact this employer? Yes \_\_\_\_\_ No \_\_\_\_\_ Number of hours worked per week \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

## EDUCATION & TRAINING

TYPE OF SCHOOL	NAME AND LOCATION	NUMBER OF YEARS COMPLETED	DIPLOMA / DEGREE	COURSE OF STUDY	CURRENT STUDENT YES/NO
HIGH SCHOOL					
COLLEGE / UNIVERSITY					
TRADE, BUSINESS OR TECH.					

## REFERENCES

Please list the names of four references, who are not related to you, and who know you professionally through your work, and whom you have known for at least one year.

INDIVIDUALS NAME	PHONE	COMPLETE ADDRESS	COMPANY	YEARS ACQUAINTED

## APPLICANTS STATEMENT

I authorize the references listed above to give you any and all information concerning my previous employment and any other pertinent information and release all parties from all liability for any damage that may result from furnishing the same to you.

I understand that employment in certain positions may be conditional upon a review of criminal records; I authorize the Adams County Humane Society to request and obtain records to determine the accuracy of my responses.

I hereby certify, under the penalty of perjury, that this application contains no willful misrepresentation and that the information is true to the best of my knowledge. I know that if investigation at any time should disclose misrepresentation or falsification or omission that my application can be rejected, or I may be discharged from my employment.

I understand that the Adams County Humane Society is an at-will employer, which means that the Adams County Humane Society or any employee at the Adams County Humane Society may terminate the employment without notice.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_