



655 N Mojave Rd, Las Vegas, Nevada 89101-2801

Applicant,

Thank you for your interest in working with The Animal Foundation.

Please read this cover letter and the job description for the position you want, PRIOR to filling out the application forms. Failure to meet the requirements or follow instructions may cause your application to be rejected. We will consider reasonable accommodations for disabled applicants; please let us know what you need. Please keep this page for future reference. If you want a copy of the completed forms, you must copy them before you submit your application. To apply for a job with The Animal Foundation, you must meet the following requirements:

- Be at least 18 years old when you sign the application form.
- Be authorized to work in the USA.
- Have a USA high school diploma, or GED credentials.
- Have nothing in your background that would prevent you from working for The Animal Foundation. Your background may be checked prior to and after hiring, including but not limited to: criminal, personal references, employment, education, licensing and certification (for certain jobs), and a motor vehicle records check (for certain duties).
- Not use illegal drugs. You will be subject to a pre-employment drug test. Employees are subject to random and post-accident drug and alcohol testing.
- Demonstrate an ability to communicate effectively in English, as all positions require communication with co-workers and the public.
- Have basic computer skills, as all positions require use of a computer in some way.
- Understand the job description, and that continued employment in some jobs is contingent on completion of specific training, licensing and/or certification.
- Have completed the applicable education and/or experience qualifications before applying.
- Be willing to work a flexible schedule for certain jobs, as most departments operate seven days per week, including one that operates 24 hours per day.

Each application will undergo an extensive screening process. If your application passes, and the hiring manager is interested in meeting with you for an interview, you will be contacted at the telephone number on your application. **Please do not call, email, or visit for the status of your application; it only causes further delays in the screening process.** Do not contact the hiring manager for any reason without specific permission from the Human Resources office; as it could cause your application to be rejected.

Applications may be submitted by email, fax, mail, or personal delivery.

Again, we thank you for your interest in The Animal Foundation, and for submitting your application. Should you require additional information or assistance, do not hesitate to contact the HR Clerk.

Human Resources Clerk
email hr@animalfoundation.com
702-384-3333 ext 129
fax 702-384-4563

APPLICANT, KEEP THIS PAGE

THE ANIMAL FOUNDATION APPLICATION FOR EMPLOYMENT

1. POSITION INFORMATION:

JOB TITLE: _____ DATE YOU ARE AVAILABLE: _____

SHIFTS YOU ARE AVAILABLE: DAYS AFTERNOONS/EVENINGS NIGHTS/EARLY

FOR WHICH TYPE(S) OF POSITION: PART TIME FULL TIME TEMPORARY

HOW DID YOU HEAR ABOUT THIS JOB? JOB CONNECT NEVADA PARTNERS CRAIGSLIST.ORG
 ANIMALSHELTERING.ORG ANIMAL FOUNDATION.COM WALK IN OTHER

2. PERSONAL INFORMATION:

NAME: _____
LAST FIRST DATE

CURRENT RESIDENCE STREET ADDRESS:

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE (WITH VOICE MAIL OR SOMEONE TO TAKE A MESSAGE): _____

ARE YOU AT LEAST 18 YEARS OF AGE? YES _____ NO _____

IF HIRED, CAN YOU PRODUCE DOCUMENTS REQUIRED TO ESTABLISH YOUR
ELIGIBILITY TO WORK IN THE USA? YES _____ NO _____

IF HIRED, CAN YOU PRODUCE CREDENTIALS OF GRADUATION
FROM A USA HIGH SCHOOL, OR GED EQUIVALENT? YES _____ NO _____

DID YOU READ AND UNDERSTAND THE JOB DESCRIPTION FOR THIS POSITION? YES _____ NO _____

HAVE YOU EVER BEEN CONVICTED OF, OR PLED GUILTY OR NO CONTEST TO,
A CRIME, OTHER THAN MINOR TRAFFIC VIOLATIONS? YES _____ NO _____

If yes, please explain in detail on a separate piece of paper and include the date of final disposition of the case and the nature of the offense. This information will not necessarily disqualify you, but false or misleading information will. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

HAVE YOU EVER BEEN REFUSED A BOND OR HAD A BOND REVOKED? YES _____ NO _____

IF YES, EXPLAIN: _____

CAN YOU PERFORM BASIC COMPUTER OPERATIONS? YES _____ NO _____

ARE YOU RELATED ANYONE EMPLOYED HERE? YES _____ NO _____

IF YES, LIST NAME(S) AND RELATIONSHIP: _____

HAVE YOU EVER WORKED AT THE ANIMAL FOUNDATION? YES _____ NO _____

IF YES, LIST APPROXIMATE DATES: _____

3. TRAINING AND EDUCATION BESIDES HIGH SCHOOL (OPTIONAL):

SCHOOL/TRAINING	CITY/STATE	NO. OF YEARS	DEGREE/MAJOR
_____	_____	_____	_____
SCHOOL/TRAINING	CITY/STATE	NO. OF YEARS	DEGREE/MAJOR
_____	_____	_____	_____
SCHOOL/TRAINING	CITY/STATE	NO. OF YEARS	DEGREE/MAJOR
_____	_____	_____	_____

4. PERSONAL REFERENCES (DO NOT INCLUDE RELATIVES, OR FORMER EMPLOYERS OR SUPERVISORS):

NAME: _____ TELEPHONE: _____

ADDRESS/CITY/STATE/ZIP: _____

NAME: _____ TELEPHONE: _____

ADDRESS/CITY/STATE/ZIP: _____

NAME: _____ TELEPHONE: _____

ADDRESS/CITY/STATE/ZIP: _____

5. SUPPLEMENTAL QUESTIONS:

The following questions must be answered by the applicant and submitted with the Application for Employment.

Your answers will be considered during initial application screening to further rate your qualifications and ability to perform the job.

Please answer the following questions on the attached sheet. Feel free to type your answers.

1. Briefly describe your long and short term goals, and how working at The Animal Foundation fits into them.
2. Unlike other businesses, working in an animal shelter can be emotionally taxing. Give two examples of things you think may affect you emotionally and how you think you will cope with both.

6. EMPLOYMENT HISTORY/QUALIFYING EXPERIENCE:

STARTING WITH MOST RECENT, YOU MUST ACCOUNT FOR ALL TIME IN THE PAST 10 YEARS, OR ALL TIME SINCE YOUR FIRST JOB, WHICHEVER IS LESS, INCLUDING ANY PERIODS NOT EMPLOYED. YOU MAY THEN ADD EARLIER QUALIFYING EXPERIENCE. (IF MORE SPACE IS NEEDED, PRINT ADDITIONAL COPIES OF THIS PAGE.)

COMPANY NAME: _____

ADDRESS/CITY/STATE/ZIP: _____

TELEPHONE: _____

SUPERVISOR: _____

YOUR JOB TITLE: _____

SUPERVISOR'S TITLE: _____

DATE HIRED: _____

LAST DAY WORKED: _____

REASON FOR LEAVING: _____

COMPANY NAME: _____

ADDRESS/CITY/STATE/ZIP: _____

TELEPHONE: _____

SUPERVISOR: _____

YOUR JOB TITLE: _____

SUPERVISOR'S TITLE: _____

DATE HIRED: _____

LAST DAY WORKED: _____

REASON FOR LEAVING: _____

COMPANY NAME: _____

ADDRESS/CITY/STATE/ZIP: _____

TELEPHONE: _____

SUPERVISOR: _____

YOUR JOB TITLE: _____

SUPERVISOR'S TITLE: _____

DATE HIRED: _____

LAST DAY WORKED: _____

REASON FOR LEAVING: _____

COMPANY NAME: _____

ADDRESS/CITY/STATE/ZIP: _____

TELEPHONE: _____

SUPERVISOR: _____

YOUR JOB TITLE: _____

SUPERVISOR'S TITLE: _____

DATE HIRED: _____

LAST DAY WORKED: _____

REASON FOR LEAVING: _____

7. CERTIFICATION (READ CAREFULLY BEFORE SIGNING):

THE ANIMAL FOUNDATION IS AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE AGAINST ANY PERSON SEEKING EMPLOYMENT BASED ON THE INDIVIDUAL'S RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, AGE, DISABILITY, NATIONAL ORIGIN, OR LAWFUL USE OF ANY PRODUCT OUTSIDE THE WORKPLACE.

THE INFORMATION CONTAINED IN THIS EMPLOYMENT APPLICATION WILL BE USED TO DETERMINE YOUR QUALIFICATIONS FOR THE POSITION APPLIED FOR.

I HEREBY CERTIFY THAT THE ANSWERS AND STATEMENTS GIVEN BY ME IN THIS APPLICATION ARE TRUE AND CORRECT. IN MAKING THIS APPLICATION, I REALIZE THAT MY CHARACTER, REPUTATION FOR HONESTY, HABITS, ABILITY, CRIMINAL CONVICTIONS, AND REASONS FOR LEAVING EMPLOYMENT, MAY BE INVESTIGATED; THAT PERSONS WHO KNOW ME NOW AND/OR IN THE PAST MAY BE CONTACTED AND QUESTIONED ABOUT ME, TO WHICH I HEREBY GIVE MY CONSENT. TO THAT END, I SPECIFICALLY AUTHORIZE ANY PERSON, SCHOOL, OR COMPANY; AND ANY POLICE, JUDICIAL OR OTHER LAW ENFORCEMENT AGENCY, TO GIVE THE ANIMAL FOUNDATION ANY INFORMATION THEY MAY HAVE REGARDING ME, WITH REFERENCE TO MY PRIOR OR CURRENT EMPLOYMENT AND CHARACTER; OR ANY OTHER MATTER SET FORTH IN THIS APPLICATION. I FURTHER ACKNOWLEDGE THAT NO PERSON OR ENTITY PROVIDING SUCH INFORMATION, NOR THE ANIMAL FOUNDATION, WILL BE RESPONSIBLE FOR ANY LOSS OR DAMAGE THAT I MAY SUFFER AS A CONSEQUENCE.

I UNDERSTAND THAT ANY MISREPRESENTATION OR OMISSION OF FACTS IN THIS APPLICATION, OR DURING THE COURSE OF ANY INTERVIEW, MAY BE JUSTIFICATION FOR REFUSAL OF EMPLOYMENT, OR IF EMPLOYED, TERMINATION FROM EMPLOYMENT. I HAVE NOT RECEIVED ANY UNAUTHORIZED ASSISTANCE IN COMPLETING THE APPLICATION FOR EMPLOYMENT OR THE SUPPLEMENTAL QUESTIONNAIRE.

IF HIRED, AS A CONDITION OF MY EMPLOYMENT, I SHALL CONFORM TO ALL APPLICABLE RULES, REGULATIONS, AND/OR POLICIES OF THE ANIMAL FOUNDATION, AND/OR ANY DEPARTMENT THEREOF. I UNDERSTAND THAT THE ANIMAL FOUNDATION MAY, AT ANY TIME, CHANGE WAGES, BENEFITS, AND/OR WORKING CONDITIONS.

I UNDERSTAND THAT THIS DOCUMENT IS AN APPLICATION FOR EMPLOYMENT AND NOT AN EMPLOYMENT CONTRACT. I UNDERSTAND THAT, IF HIRED, MY EMPLOYMENT, BOTH DURING AND AFTER ANY INTRODUCTORY OR PROBATION PERIOD, IS "AT WILL", AND CAN BE TERMINATED AT ANY TIME, BY EITHER PARTY, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE. I UNDERSTAND THAT NO STATEMENT, WHETHER WRITTEN OR ORAL, OR THIS APPLICATION OR ANY OTHER DOCUMENT INCLUDING JOB OFFERS, SHALL BE DEEMED TO CREATE A CONTRACT OF EMPLOYMENT, AND THAT ANY STATEMENT OR DOCUMENT TO THE CONTRARY IS EXPRESSLY DISAVOWED BY THE ANIMAL FOUNDATION AND SHALL NOT BE RELIED ON BY ME.

APPLICANT'S SIGNATURE

DATE

