



APPLICATION FOR EMPLOYMENT

The Houston SPCA is an Equal Opportunity/Affirmative Action Employer. Applicants are considered for all positions without regard to race, color, religion, sex, pregnancy, sexual orientation, age, national origin, citizenship status, veteran status, or disability, or any other factor protected by applicable federal, state or local law.

“SEE RESUME” is not a sufficient response.

No Application will be considered unless all information requested on this form is completed in full.

Last Name	First	Middle	Date of Application	Cell Phone Number	
Street Address			Home Telephone		
City, State, Zip Code			Email address		
Position Desired	Date Available	Salary Desired	Social Security Number		
Type of Employment Desired <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary What hours are you available to work?		Can you provide proof that you are 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No If you are under 18, can you submit a work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No			
EDUCATION					
Level	Name and Location of School	Diploma or Degree (Credits Earned if No Degree)	Attendance Dates		Major / Course of Study
			From Mo/Yr	To Mo/Yr	
High School					
Business, Trade or Technical					
College					
Graduate School					
Other					
Have you ever applied for a job with the Houston SPCA? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?					



List any relatives currently working at the Houston SPCA and their relationship to you:

Do you have the ability to perform, with or without an accommodation, the essential functions of the job for which you have applied?
 Yes No

SPECIAL SKILLS OR TRAINING

Please indicate any special skills or training. Highlight your knowledge, skills and abilities that best demonstrate your qualifications for this position. Include military service and volunteer activities if they reflect your qualifications for the position for which you are applying. (You may exclude organizational names which would reveal race, color, religion, sex, national origin, age, disability or other protected status.):

EMPLOYMENT HISTORY

Please provide a COMPLETE employment history, even if a resume is submitted with this application. List ALL employers, assignments, or volunteer activities that are relevant to the job for which you are applying, starting with the most recent, including military employment. Explain any gaps in employment in the "Comments" section below.

(1) Present/Most Recent Employer	Telephone	Dates Employed		Summarize the nature of the work performed and job responsibilities.
		From Mo/Yr	To Mo/Yr	
Address				
Job Title		Hourly Rate/Salary		
		Starting		
Immediate Supervisor and Title		\$	per	
Type of Employment <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		Hourly Rate/Salary		
<input type="checkbox"/> Temporary <input type="checkbox"/> Other		Final		
Reason for leaving or why you are considering leaving?		\$	per	

May we contact this employer? Yes No

Are you eligible for re-hire with this employer? Yes No

(2) Next Previous Employer	Telephone	Dates Employed		Summarize the nature of the work performed and job responsibilities.
		From Mo/Yr	To Mo/Yr	
Address				



Job Title	Hourly Rate/Salary			
	Starting			
Immediate Supervisor and Title	\$	per		
Type of Employment <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Hourly Rate/Salary			
<input type="checkbox"/> Temporary <input type="checkbox"/> Other	Final			
Reason for leaving?	\$	per		
(3) Next Previous Employer	Telephone	Dates Employed		Summarize the nature of the work performed and job responsibilities.
		From Mo/Yr	To Mo/Yr	
Address				
Job Title	Hourly Rate/Salary			
	Starting			
Immediate Supervisor and Title	\$	per		
Type of Employment <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Hourly Rate/ Salary			
<input type="checkbox"/> Temporary <input type="checkbox"/> Other	Final			
Reason for leaving?	\$	per		
(4) Next Previous Employer	Telephone	Dates Employed		Summarize the nature of the work performed and job responsibilities.
		From Mo/Yr	To Mo/Yr	
Address				
Job Title	Hourly Rate/Salary			
	Starting			
Immediate Supervisor and Title	\$	per		
Type of Employment <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Hourly Rate/Salary			
<input type="checkbox"/> Temporary <input type="checkbox"/> Other	Final			
Reason for leaving?	\$	per		



COMMENTS (including explanation of any gaps in employment):
PROFESSIONAL LICENSES
List any professional license(s) that are related to the position for which you are applying and list state(s) in which licensed: Driver's License number and issuing state:
OTHER INFORMATION
If hired, can you prove that you are authorized to work in the United States? Proof of eligibility to work in the United States will be required before an individual can begin employment. <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been convicted or received deferred adjudication for or plead guilty or no contest to a felony or misdemeanors? (You should disclose any criminal offense that may appear on your record, even if you are uncertain of the exact date or how a criminal offense was classified, except where prohibited by state law. Please note that answering "yes" to this question does not constitute an automatic bar to employment.) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the following information: Date of conviction, Charge, Location and Sentence/Outcome:
Have you ever been terminated from or asked to leave any job? If yes, explain: <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of or received deferred adjudication for or plead guilty or no contest to cruelty to animals? <input type="checkbox"/> Yes <input type="checkbox"/> No

I understand that this Employment Application and any attachments are the property of the HOUSTON SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS ("HOUSTON SPCA"). I certify that all answers given and statements made in this Employment Application are true, complete and correct to the best of my knowledge.

I authorize the HOUSTON SPCA to investigate and verify all statements contained in this Employment Application and all data that I provide to the HOUSTON SPCA during the application or hiring process including interviews, if any. I authorize all schools, individuals and employers named in this Employment Application, except my current employer if noted, to provide information requested about me. I release all parties from all liability for any damage that may result from furnishing employment, education, personal or other information about me to the HOUSTON SPCA.

This Employment Application shall be considered active for a period of time not to exceed 45 days. I understand that if I wish to be considered for employment beyond this time period, I should inquire as to whether or not applications are being accepted at this time.

I understand that if I am hired, my relationship with the HOUSTON SPCA will be at-will, meaning that either I or the HOUSTON SPCA may terminate my employment at any time, for any reason or no reason, with or without cause or notice. No promises regarding employment have been made to me, and I understand that nothing in this Employment Application or in the granting of any interview or any offer of employment creates a contract of employment or for



providing any benefit unless a specific document to that effect is executed in writing and signed by both me and the President of the HOUSTON SPCA. I agree that no representative of the Company, other than the President, has any authority to enter into any agreement regarding employment for any specified time period or other employment terms or conditions.

I acknowledge that if I need reasonable accommodation in either the application process or employment I will bring my request to the attention of the Human Resources department. The HOUSTON SPCA reserves the right to require medical documentation concerning the need for the accommodation.

I understand that to be employed, I must be authorized to work in the United States, and must provide documents to establish my ability to work in the United States. I understand that a tentative offer of employment, if any, will also be contingent upon my successful completion of a background check and reference check.

In the event of employment, I understand that I am required to abide by all policies, rules and regulations of the HOUSTON SPCA. I also understand that the HOUSTON SPCA may revise its policies, rules and regulations, in whole or in part, at any time.

BY SIGNING BELOW, I CERTIFY THAT ALL STATEMENTS IN THIS APPLICATION ARE TRUE AND UNDERSTAND THAT IF I PROVIDE FALSE OR MISLEADING INFORMATION OR WILLFULLY OMIT INFORMATION IN THIS APPLICATION, ON MY RESUME, DURING MY INTERVIEW, IF ANY, OR DURING MY EMPLOYMENT, IF HIRED, I MAY BE DENIED EMPLOYMENT, OR IF DISCOVERED AFTER HIRE, BE SUBJECT TO DISCIPLINE, UP TO AND INCLUDING IMMEDIATE TERMINATION OF EMPLOYMENT.

IN ADDITION, BY SIGNING BELOW, I ACKNOWLEDGE THAT IF I AM HIRED BY THE HOUSTON SPCA, MY EMPLOYMENT WILL BE AT-WILL, AND THAT I OR THE COMPANY MAY TERMINATE MY EMPLOYMENT AT ANY TIME, FOR ANY REASON OR NO REASON, WITH OR WITHOUT CAUSE OR NOTICE.

I HAVE READ AND AGREE TO THE ABOVE TERMS AND CONDITIONS:

Signature of Applicant _____ Date _____