



# EMPLOYMENT APPLICATION

PLEASE PRINT CLEARLY

## PERSONAL DATA

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

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

Permanent address: \_\_\_\_\_

Cell phone number: \_\_\_\_\_ Home phone number: \_\_\_\_\_

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

## JOB INTEREST

Position applying for: \_\_\_\_\_ Desired Rate: \_\_\_\_\_

Reason for applying: \_\_\_\_\_

Indicate availability to work:  Full Time  Part Time  Week days  Weekends

Date available to start: \_\_\_\_\_ Referral source: \_\_\_\_\_

Have you ever been employed by us before?  Yes  No

Have you ever applied with us before?  Yes  No

Are you 18 years or older:  Yes  No      Are you legally permitted to work in this country?  Yes  No

Have you ever been convicted of a felony?  Yes  No

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

A positive response is not an automatic bar to employment with the company. The offense for which the person was convicted in relation to the position to which they have applied will be considered.



**EDUCATION AND SKILLS**

LEVEL/TYPE	NAME AND LOCATION	COURSES TAKEN	GRADUATED (YES/NO/ENROLLED)	# OF YEARS COMPLETED
High School				
College/University				
Business, Trade, Technical				
Other				

Special skills: \_\_\_\_\_

U.S. Military Service: \_\_\_\_\_ Present Membership in National Guard or Reserves: \_\_\_\_\_

**EMPLOYMENT HISTORY (List previous employers beginning with the most recent)**

Company name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor title: \_\_\_\_\_

Position you held: \_\_\_\_\_  Full Time  Part Time  Temporary

Employment dates (mm/yy): From: \_\_\_\_\_ To: \_\_\_\_\_ Ending Salary/ Hourly rate: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Company name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor title: \_\_\_\_\_

Position you held: \_\_\_\_\_  Full Time  Part Time  Temporary

Employment dates (mm/yy): From: \_\_\_\_\_ To: \_\_\_\_\_ Ending Salary/ Hourly rate: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_



Company name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor title: \_\_\_\_\_

Position you held: \_\_\_\_\_  Full Time  Part Time  Temporary

Employment dates (mm/yy): From: \_\_\_\_\_ To: \_\_\_\_\_ Ending Salary/ Hourly rate: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**PROFESSIONAL REFERENCES**  
**(Please list three professional references below)**

NAME	COMPANY AND TITLE	BUSINESS TELEPHONE

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time. In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representative, other than its president and then only when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return your completed application and any other requested attachments to the hiring manager listed with the job for which you are applying at [richmondspca.org/jobs](http://richmondspca.org/jobs).

Applications and requested attachments may also be sent via fax to 804-521-0540 or hand delivered to our front desk. Please be sure to clearly indicate that the document is for the designated hiring manager to ensure that it is received.

