



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.

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.

