



PAWS Columbus, Inc.
APPLICATION FOR EMPLOYMENT

(An Equal Opportunity Employer)

Post Office Box 8964

Columbus, GA 31908

(706) 565-0035 or fax (706) 565-0041

Today's Date _____

Name: _____

Social Security Number: _____

Present Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____

Work Phone: _____

Are you at least 18 years of age? Yes No

U.S. Citizen: Yes No

Position Applying For:

Animal Shelter

Customer Service

Veterinary / Medical

Administration

Other: _____

Salary Desired: _____

Date Available to Start: _____

EMPLOYMENT HISTORY: May we contact your current and/or previous employers? Yes No

Name & Address of most recent or current employer: _____

Supervisor: _____ Phone Number: _____

Starting Date: _____ Leaving Date: _____

Weekly Salary: _____ Job Title: _____

Description of work you performed: _____

Reason for leaving: _____

Name & Address of previous employer: _____

Supervisor: _____ Phone Number: _____

Starting Date: _____ Leaving Date: _____

Weekly Salary: _____ Job Title: _____

Description of work you performed: _____

Reason for leaving: _____

Name & Address of previous employer: _____

Supervisor: _____ Phone Number: _____

Starting Date: _____ Leaving Date: _____

Weekly Salary: _____ Job Title: _____

Description of work you performed: _____

Reason for leaving: _____

EDUCATION:

High School: Diploma? Yes No Year Graduated: _____

Name & Address of High School: _____

College: Degree: _____ Year Graduated: _____

Name & Address of College: _____

Major Course of Study: _____

Vocational School: Certification: _____ Year Graduated: _____

Name and Address of Vocational School: _____

Skills Learned: _____

Types of Equipment that you have worked with: _____

Military Service: Yes No Branch: _____

Years of Service: _____ Honorable Discharge: Yes No

Rank at time of Discharge: _____

Type of work performed: _____

REFERENCES:

Please list three personal references (non-work related):

1. _____
Name Daytime telephone Years Known

2. _____
Name Daytime telephone Years Known

3. _____
Name Daytime telephone Years Known

DRIVING INFORMATION:

Drivers' License Number: _____ State: _____

Has your Drivers' License ever been revoked or suspended? No Yes

Please explain: _____

Have you ever been convicted of, pled guilty, nolo contendere, or no contest to a felony? Yes No

If yes, please explain: _____

SPECIAL QUESTIONS:

Many of our positions require the ability to meet a variety of physical duties (heavy lifting, standing for extensive periods of time, bending, etc). Can you perform the duties of the job you are applying for? - Yes - No

Further Explanation: _____

What foreign languages do you speak fluently? _____

Please answer the following questions :

1. PAWS Columbus works in partnership with the City of Columbus Animal Care and Control. Unfortunately, due to the pet overpopulation problem, the saddest responsibility ACC is faced with is the tragedy of having to euthanize (put to sleep) many unwanted animals. In working at PAWS Columbus you will be aware of this on a daily basis. Please explain your feelings and attitudes on the subject.

2. As a representative of PAWS Columbus, you may be working directly with the public on many emotional and controversial subjects relating to animals. Have you had previous experience working with the public? Please explain.

3. Continuous cleaning and disinfecting of the kennels, cattery, shelter and office are necessary daily requirements to ensure the health and welfare of the animals; and to keep up the appearance of the shelter. Are you willing to accept this as part of your job if you are working in the Adoption Center or Kennel areas?

4. Part of our responsibility is educating the public on the problems of pet overpopulation and animal health and welfare. Please state your feelings on the subject.

I understand and agree that if I become an employee of PAWS Columbus, Inc., that I will familiarize myself with the Employee Handbook, all policies and procedures and will comply with all rules and regulations set forth in the Employee Handbook, including but not limited to: drug testing, conflicts of interest, safety policies & procedures, computer usage and prevention of sexual harassment. I also understand that any offer of employment by PAWS is pending the passing of a drug test, and I authorize PAWS Columbus, Inc. to perform background and credit checks.

Signature

Date

Print Name