

SPCA OF CENTRAL FLORIDA
APPLICATION FOR EMPLOYMENT
An Equal Opportunity Employer
(Valid for only 60 Days)

This is a Drug-Free Workplace.
Apply only if you can successfully and
honestly pass a pre-employment drug-
screen, and if hired, random drug-screens
conducted throughout the year.

1. Please answer all questions, and sign and date the last page.
2. Resumes may accompany the application BUT ARE NOT accepted in lieu of completion of this entire application.
3. This application was designed to use with several types of job positions. Some questions may not be completely applicable to the job position you are seeking; however, you must answer all questions.
4. Incomplete applications will not be accepted.
5. DO NOT have someone else fill out the application for you. You must complete all questions and sign the application yourself.
6. Only those individuals whose qualifications most closely meet the criteria for the posted position will be considered and contacted for an interview.
7. Applications for positions that are not posted or advertised may be reviewed only if an appropriate position becomes available within 60 days from the date the application is received.

When you have completed the application, send it to: Human Resources, SPCA of Central Florida, 2727 Conroy Road, Orlando FL 32839, OR FAX to 407-352-2070. DO NOT send it by e-mail unless specifically told to do so.

(Please Print):

Last Name _____ First _____ Middle _____

Present Address: _____
Street _____ City/State _____ Zip Code _____

Social Security Number: _____ E-mail address: _____

Day Telephone Number: _____ Evening Telephone Number: _____

1. Position applying for: _____

2. In order to permit a check of your work and educational records, should we be made aware of any change of name or assumed name that you previously use? **Yes No**
If **Yes**, identify name(s) and relevant date(s).

3. Only U.S. citizens or aliens who have a legal right to work in the U.S. are eligible for employment. Can you, upon employment, submit documentation verifying your identity and your legal right to work in the U.S.? **Yes No**

4. Have you **ever** been convicted of a felony, placed in any diversion program or had an adjudication withheld in any manner which constituted a felony? **Yes No**
If **Yes**, please give date(s) and explain. (Attach separate paper if necessary.) A conviction will not necessarily disqualify you from employment. _____

5. You must be 18 years of age or older to work for SPCA. Are you 18 years of age or older? **Yes No**

6. Are you seeking full time, part time, or both? (*Please circle.*)
7. Are there any days/hours you are not available to work? *Yes No*
 If *Yes*, please explain _____
8. Have you filed an application here before? *Yes No* If *Yes*, give date: _____
9. Have you ever been employed here before? *Yes No*
 If *Yes*, give date(s) and position: _____
10. Do you have friends or relatives that work here? *Yes No*
 Name _____ Relationship _____
 Name _____ Relationship _____
11. Are you a veteran of the U.S. Military Service? *Yes No*
 If *Yes*, what branch of Service? _____
 If *Yes*, beginning date and ending date of active duty: From: _____ To: _____
Yr./Mo. Yr./Mo.
 Date of Discharge from Military Service: _____
12. Do you have reliable transportation to work? *Yes No*
13. Please provide Driver's License Number: # _____ State: _____
14. In addition to English, are you able to speak, read, and/or write in any other language(s)? *Yes No*
 If *Yes*, please list. _____
15. If hired, in case of emergency, notify:
- | | | |
|---------|--------------|--------------|
| Name | Phone Number | Relationship |
| Address | City/State | |

16. Educational Data:

School	Print Name, Number and Street, City, State and Zip Code for each school	No. of Yrs. Completed	Diploma/ Degree	Major Course of Study	Did You Graduate?
High School					Yes
					No
College					Yes
					No
Graduate School					Yes
					No
Trade, Business or Internet/ Correspondence					Yes
					No
Other					Yes
					No

17. Membership in Professional or Civic Organizations: (Exclude those which may disclose your race, ethnicity, religion or national origin.)

18. Other Skills: List any job related skills, qualifications or volunteer work that support your application.

19. Have you ever been dismissed or forced to resign from any employment? **Yes No**
 If **Yes**, please explain. _____

20. May we contact your present employer? **Yes No**
 Previous Employers? **Yes No**

Please identify any exceptions and reasons for not contacting prior employers:

21. Do you have any known allergies to dogs or cats? **Yes No Unsure**
 If **Yes**, please explain. _____

22. Euthanasia is performed on unadoptable animals. (Euthanasia means “putting to sleep,” using an individual injection of sodium pentobarbital, performed by staff who are certified in this procedure.) How do you feel about your ability to work in an organization where this is an unfortunate, every day necessity? _____

23. Please state why you want to work for the SPCA of Central Florida.

24. Do you have any pets at this time? **Yes No**
If **Yes**, please describe. _____

25. Are your pets spayed/neutered (fixed)? **Yes No**
If **No**, please state why not. _____

26. List below any other information or remarks that you wish to have considered as a part of your application for employment.

27. List two professional references with whom you worked at least one year.

NAME	COMPANY	TELEPHONE	JOB TITLE
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1. _____

2. _____

28.

EMPLOYMENT EXPERIENCE:

ALL FORMER JOBS (List most recent job first.) Account for all time periods including unemployment, self-employment and military service. (Attach separate paper(s), if necessary.)

Employer	Dates Employed (From/To)	Work Performed
Address		
Job Title	Hourly Rate/Salary (Starting/Final)	
Immediate Supervisor	Telephone No. ()	
Reason for Leaving		

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Reason for Leaving		

NOTICE TO APPLICANTS: This Employer is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, age, sex, religion, national origin, handicap, sexual orientation or marital status. We assure you that your opportunity for employment with this Employer depends solely on your qualifications.

This Employer complies with the American Disabilities Act of 1990. During the interview process, you may be asked questions concerning your ability to perform job related functions. If you are given a conditional offer of employment, you may be required to complete a post-job offer medical history questionnaire and/or undergo a medical examination. If required, all entering employees in the same job category will be subject to the same medical questionnaire and/or examination and all information will be kept confidential and in separate files.

Applicants accepted for employment should clearly understand that while we make every effort to provide steady, continuous work, we have no employment contracts, and we cannot guarantee the permanence of any position. Job tenure can be affected by many factors including business/economic conditions, changes in laws or Employer's policies, conformity to our work rules, job performance, etc. And of course, employees may elect to leave on their own accord to seek other jobs, at any time.

Once hired, the contents of any personnel handbook or personnel manuals, as well as other Employer policies and practices, are subject to change or modification by the Employer, solely at its discretion, without notice. No Supervisor or other official of the Employer (except its Chief Executive Director, in writing) has the authority to enter into any agreement with any applicant or employee or to make any agreement contrary to the foregoing.

This application will remain active for sixty (60) days. Any applicant wishing to be considered for employment beyond sixty (60) days should reapply.

We conduct our business with the highest possible degree of safety and efficiency. Because of this, the Employer may require applicants for employment to undergo blood and/or urinalysis screening for drug or alcohol use as part of our pre-placement process. In addition, all employees of the Employer are subject to blood tests or urinalysis screening for drug or alcohol use.

This is a Drug-Free Workplace. Apply only if you can successfully and honestly pass a pre-employment drug-screen, and if hired, random drug-screens conducted throughout the year.

APPLICANT'S STATEMENT

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize the investigation of all matters contained in this application and hereby give the Employer permission to contact schools, previous employers, references, and others, and hereby release the Employer from any liability as a result of such contact. I understand that misrepresentations, omissions of facts or incomplete information requested in this application may remove me from further consideration employment. In addition, if employed, any misrepresentations or omissions of facts called for in this application will be cause for dismissal at any time without any prior notice.

I understand that employment with the Employer is for no specific term and may be terminated by me or the Employer with or without notice or cause at any time. I further understand that no verbal promise, Employer policy, custom, business practice or other procedure (including the Employer's Personnel Handbook or any personnel manuals) constitutes an employment contract or modification of the at-will employment relationship between me and the Employer.

I understand that the Employer is a drug-free workplace, and I am able to successfully and honestly comply with the requirements noted above.

Signature: _____

Date: _____

Revised: 11-18-06