



DUBUQUE REGIONAL HUMANE SOCIETY

4242 Chavenelle Road | Dubuque, IA 52002 | 563-582-6766 | www.dbqhumane.org

EMPLOYMENT APPLICATION

Name _____ Application Date ____/____/____
Last First Middle Initial

Address _____
Street City State Zip code

Primary Phone (____) _____ E-mail _____

Position applied for _____ Date Available ____/____/____

Desired Salary \$_____ Type of work desired: Full-time Part-time Temporary

Are you at least 16 years old? Yes No

If no, list your date of birth. ____/____/____

List your availability in the table below.

Hours Available	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From							
To							

List your education in the table below.

School	Location	Years Completed	Did you graduate?	Degree or Diploma

List any animal related associations or organizations you are involved in. _____

List any special training or skills related to the position you are applying for. _____

Are you able to perform the essential job functions of the job for which you are applying for, with or without reasonable accommodation? Yes No

Have you been employed at the DRHS before? Yes No

If yes, list dates. _____

Have you applied to the DRHS before? Yes No

If yes, list dates. _____

EMPLOYMENT HISTORY

List your employment history, beginning with the most recent.

Employer _____

Supervisor _____ Phone (____) _____

Address _____

Job Title and Duties _____

Dates Employed: From ____/____/____ To ____/____/____ Hourly Rate: Start \$ _____ End \$ _____

Reason for leaving _____

Employer _____

Supervisor _____ Phone (____) _____

Address _____

Job Title and Duties _____

Dates Employed: From ____/____/____ To ____/____/____ Hourly Rate: Start \$ _____ End \$ _____

Reason for leaving _____

Employer _____

Supervisor _____ Phone (____) _____

Address _____

Job Title and Duties _____

Dates Employed: From ____/____/____ To ____/____/____ Hourly Rate: Start \$ _____ End \$ _____

Reason for leaving _____

REFERENCES

List three professional references that are not related to you.

Name	Job Title	Relationship	Phone Number	Years Known

APPLICANT STATEMENT

I certify that all information given on this application is true and correct. I understand that the Dubuque Regional Humane Society will investigate my work and personal history and I authorize all persons, schools, companies, and law enforcement agencies to supply any information concerning my background and release them from any liability and responsibilities arising from their doing so. If hired, my employment would be "at will" which means I may be terminated at any time for any reason. I further understand that, if I am employed, any false statement, misrepresentation, or omission of facts on this application or on any supporting documents, regardless of when discovered to be false, will result in my immediate dismissal. And, if I am offered employment, I will, as condition of employment, be required to submit proof of my identity and legal right to work in the US within three (3) business days of my hire date.

Signature

Date