



Saving Pets is Our Passion™

APPLICATION FOR EMPLOYMENT

NORTH SHORE ANIMAL LEAGUE AMERICA

16 Lewyt Street
Port Washington, NY 11050

Equal Employment Opportunity Policy

It has always been the policy of North Shore Animal League America to provide all persons with equal employment opportunities, regardless of race, color, creed, national origin, ancestry, age, sex, disability, religion, citizenship, marital status, or availability for military service, if they meet the qualifications established by the League for its jobs.

Accuracy and completeness of this form are important factors in determining acceptability for employment with NSAL America. Please be neat in completing this form and do so in your own handwriting. If you desire any assistance, please ask one of the personnel staff.

You may be requested to take pre-employment tests, submit additional references, participate in additional interviews and supply needed information.

All pre-employment inquiries are made for the purpose of establishing your qualifications for employment with North Shore Animal League America.

North Shore Animal League America will endeavor to make a reasonable accommodation to the known physical or mental limitations of a qualified applicant or employee with a disability unless such an accommodation would impose an undue hardship upon the league.

Your application will receive full evaluation and you will be considered in competition with other applicants for any vacant position for which you qualify. Completion of this application does not assure employment.

Applicant Name
(Please Print)

Last

First

Date

PERSONAL INFORMATION

Last Name: _____ First Name: _____ MI: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Telephone: (____) _____ Alternate Telephone: (____) _____

If you are under 18, do you have a work permit? Yes No

Are you either a U.S. citizen or a legal alien who has the right to remain and work in the U.S.? Yes No
(Pursuant to the Immigration Reform and Control Act of 1986, upon being made an offer of employment, all applicants must produce documents, which are specified by the Federal Government to establish identity and authorization for employment in the United States. These documents must be produced upon commencement of employment.)

Is any additional information relative to a change of name or use of an assumed name or nickname necessary to enable a check on your work record? If Yes, explain. _____

Have you ever been convicted of a crime? Yes No
If so, please describe fully the criminal conviction(s), listing the nature of the offense, your age at the time of the offense, and your rehabilitation since the conviction(s). *(A conviction record will not necessarily be a bar to employment).*

Other than a spouse, are you related to anyone who works here? Yes No
If Yes, Whom? _____

Have you applied for a position here before? Yes No When? _____

Have you ever worked here before? Yes No When? _____ Department: _____

Supervisor's Name: _____ Reason For Leaving: _____

Position Applying for? _____ Salary/pay desired? _____

Are you prohibited from or limited in your performance of any job duties for our company by a contract of any kind that you signed? Yes No (If yes, Please provide a contract of such contract.)

How were you referred to NSAL America? (Check One) Pennysaver Website
 Newspaper (specify) _____ Friend (Specify) _____
 School Posting (Specify) _____ Other (Specify) _____

MILITARY SERVICE

If you have served in the United States military service, please state whether you received any special training or experience which would assist you in performing the job for which you have applied. _____

AVAILABILITY

The following questions pertain to the hours you will be available to work. Do not disclose whether any accommodation to your religious beliefs or practices will be required to enable you to work the hours you designate.

What kind of employment are you applying for? (Check One)

Regular Full Time

Regular Part Time

Temporary

If offered a position, when would you be available to start? _____

Please list your available hours in each box:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

PERSONAL REFERENCES

Name a mature person of responsibility who has known you for several years who is NOT a former employer, fellow employee, relative or teacher.

Full Name: _____ Relationship: _____

Address/ Telephone Number: _____

EDUCATION

Circle Highest Grade Completed: 1 2 3 4 5 6 7 8
Grade School

9 10 11 12
High School

1 2 3 4
College

Last School Attended: _____ Course of Study/Major? _____

Please specify any trade/technical licenses: _____

SKILLS (Explain briefly any skills that apply to you)

Administrative/office: _____

Animal Related: _____

Computer: _____

Accounting: _____

Supervisory: _____

Since many of our adopters are from diverse cultural and ethnic backgrounds, please advise us if you are interested in a position involving adopter contact and whether you are proficient in a language other than English (including American Sign Language for the Deaf)

Yes No Specify: _____

EMPLOYMENT RECORD (Please list most recent employer first)

Employer Name: _____
Address: _____
Position: _____ Employed from: _____ To: _____
Specific Job Duties: _____
Reason for Leaving: _____ Salary/Rate of Pay: _____
Name/Title of Supervisor: _____ Telephone: _____

Employer Name: _____
Address: _____
Position: _____ Employed from: _____ To: _____
Specific Job Duties: _____
Reason for Leaving: _____ Salary/Rate of Pay: _____
Name/Title of Supervisor: _____ Telephone: _____

Employer Name: _____
Address: _____
Position: _____ Employed from: _____ To: _____
Specific Job Duties: _____
Reason for Leaving: _____ Salary/Rate of Pay: _____
Name/Title of Supervisor: _____ Telephone: _____

In a brief paragraph, please describe below your reasons for wanting to work at North Shore Animal League America: _____

APPLICANT'S STATEMENT

If employed by the League, I agree to abide by its rules and regulations. I understand that if employed, my employment will be at will and that either party may terminate the employment relationship at anytime. Consumer credit reports may be requested during the course of the employment process and additional reports may be requested during the course of employment.

I further understand that no representation, whether oral or written, by any representative or agent of the League, at any time, can constitute a contract of employment.

I understand that the League and all plan administrators shall have the maximum discretion permitted by law to administer, interpret, modify, discontinue, enhance, or otherwise change all policies, procedures, benefits, or other terms and conditions of employment.

The above information is complete and true to the best of my knowledge. I understand the discovery of any misrepresentation herein or omission of facts will be cause for my immediate dismissal. I authorize North Shore Animal League America to contact my references for full information.

Applicants Signature: _____ Date: _____