

Animal Welfare Society, Inc.

46 Holland Road, P.O. Box 43
West Kennebunk, Maine 04094

207-985-3244, FX 207-985-1446, www.animalwelfaresociety.org

Reviewed By ED:

Date:

APPLICATION FOR EMPLOYMENT / ALL ITEMS MUST BE COMPLETED

P E R S O N A L	LAST NAME (PLEASE PRINT)		FIRST	MIDDLE INITIAL	DATE	
	STREET ADDRESS				HOME PHONE	
	CITY		STATE	ZIP		BUSINESS PHONE
	HAVE YOU EVER APPLIED FOR EMPLOYMENT WITH US? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES: MONTH AND YEAR				SOCIAL SECURITY NO.	
	ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES? <input type="checkbox"/> YES <input type="checkbox"/> NO		VISA OR ALIEN REGISTRATION NUMBER		ARE YOU 18 YEARS OR OLDER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
S O N A L	HAVE YOU EVER BEEN CONVICTED OF A FELONY? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES: PLEASE EXPLAIN:					
	<p>An applicant for employment may answer "No" if his or her criminal record consists only of one or more of the following: (1) an arrest, detention, or disposition regarding any violation of law in which no conviction resulted; or (2) a case of delinquency or a child in need of services, which does not result in a complaint transferred to the superior court for criminal prosecution.</p>					
	<p>_____</p> <p>_____</p> <p>_____</p>					
A L	HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES: PLEASE EXPLAIN					
	<p>If so, please list the nature of the offense, date of conviction, and dates of incarceration associated therewith. You may answer "No" if your criminal record consists of one or more of the following: (1) Any misdemeanor conviction where the date of conviction or completion of incarceration occurred 5 or more years before the date of this application, unless you were convicted of another offense during the past 5 years; or (2) A first conviction for drunkenness, simple assault, speeding, minor traffic offenses, disturbance of the peace, or affray.</p> <p>_____</p> <p>_____</p> <p>_____</p>					

G E N E R A L	POSITION DESIRED	DATE AVAILABLE TO START	MINIMUM SALARY REQUIREMENT
	ARE YOU AVAILABLE TO WORK <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> TEMPORARY	IF PART-TIME, PLEASE STATE HOURS AND DAYS AVAILABLE	
	HOW DID YOU BECOME AWARE OF EMPLOYMENT OPPORTUNITIES AT THE ANIMAL WELFARE SOCIETY?		

E D U C A T I O N	NAME OF LOCATION OF SCHOOL	COURSE OF STUDY	NO. YEARS COMPLETED	DID YOU GRADUATE?	DEGREE OR DIPLOMA
	COLLEGE				
	HIGH SCHOOL				
	OTHER				

M I L I T A R Y	COMPLETE THIS SECTION IF YOU SERVED IN THE US ARMED FORCES.			
	DESCRIBE YOUR DUTIES AND ANY SPECIAL TRAINING			BRANCH OF SERVICE
	PERIOD OF ACTIVE DUTY (MONTH/YEAR) FROM _____ TO _____	RANK AT DISCHARGE		DATE OF FINAL DISCHARGE

PLEASE GIVE ACCURATE, COMPLETE, FULL-TIME AND PART-TIME EMPLOYMENT HISTORY. YOU MAY INCLUDE ANY VERIFIED VOLUNTEER WORK. START WITH PRESENT OR MOST RECENT EMPLOYER.

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COMPANY NAME		TELEPHONE
ADDRESS		EMPLOYED (MONTH/YEAR)
NAME AND TITLE OF SUPERVISOR		SALARY START LAST
STATE YOUR JOB TITLE AND DESCRIBE YOUR WORK		REASON FOR LEAVING
COMPANY NAME		TELEPHONE
ADDRESS		EMPLOYED (MONTH/YEAR)
NAME AND TITLE OF SUPERVISOR		SALARY START LAST
STATE YOUR JOB TITLE AND DESCRIBE YOUR WORK		REASON FOR LEAVING
COMPANY NAME		TELEPHONE
ADDRESS		EMPLOYED (MONTH/YEAR)
NAME AND TITLE OF SUPERVISOR		SALARY START LAST
STATE YOUR JOB TITLE AND DESCRIBE YOUR WORK		REASON FOR LEAVING
WE MAY CONTACT THE EMPLOYERS LISTED ABOVE UNLESS YOU INDICATE THOSE YOU DO NOT WANT US TO CONTACT:		HAVE YOU EVER BEEN SUSPENDED OR FORCED TO RESIGN?
DO NOT CONTACT THIS EMPLOYER	REASON:	

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PLEASE PROVIDE THE NAMES, ADDRESSES AND PHONE NUMBERS OF THREE EMPLOYMENT REFERENCES.

APPLICANT'S STATEMENT

I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED; FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I VOLUNTARILY AUTHORIZE THE AWS TO MAKE A THOROUGH INVESTIGATION, INCLUDING A CRIMINAL BACKGROUND AND DRIVING RECORD CHECK, AND MY PAST EMPLOYMENT AND ACTIVITIES AND AGREE TO COOPERATE IN SUCH INVESTIGATION AND OR USING SUCH INFORMATION. UPON MY TERMINATION, I AUTHORIZE THE AWS TO RELEASE EMPLOYMENT REFERENCE INFORMATION AND I AGREE TO HOLD THE AWS OR ANY PERSON CONNECTED WITH IT HARMLESS FROM ALL LIABILITY IN CONNECTION WITH THE RELEASE OF SUCH INFORMATION. I HEREBY ACKNOWLEDGE THAT NOTHING CONTAINED IN THIS APPLICATION, EMPLOYMENT OR DURING THE COURSE OF MY EMPLOYMENT SHALL BE CONSTRUED AS AN ACTUAL OR IMPLIED EMPLOYMENT CONTRACT UNLESS REDUCED TO WRITING AND SPECIFICALLY STATING THAT THE AWS INTENDS SUCH WRITING TO CONSTITUTE A BINDING CONTRACT.

SIGNATURE: _____ DATE: _____