

APPLICATION FOR EMPLOYMENT  
Animal Rescue League of Western Pennsylvania  
6620 Hamilton Avenue  
Pittsburgh, PA 15206  
[www.animalrescue.org](http://www.animalrescue.org)  
VOICE: 412-661-6452  
FAX: 412-661-8726  
Serving animals and their guardians since 1909

Today's Date: \_\_\_\_\_

(Please print)

**PERSONAL INFORMATION:**

<b>Name</b> (first, middle, last): _____		
<b>Social Security #:</b> _____		
<b>Street Address:</b> _____		
<b>City:</b> _____	<b>State:</b> _____	<b>Zip</b> _____
<b>Home Phone#:</b> ( ) _____	<b>Alternate Phone#:</b> ( ) _____	
<b>E-Mail Address:</b> _____ @ _____		
<b>Are you at least 18 years of age or older?</b> (check one): <b>Yes</b> ___ <b>No</b> ___		

**AVAILABILITY:**

<b>Position(s) Desired:</b> _____
<b>Apart from religious observance, are you available for full-time work?</b> (check one): <b>Yes</b> ___ <b>No</b> ___
<b>If not, what hours can you work?</b> _____
<b>Wage/Salary Expected:</b> _____
<b>Date Available to start work</b> (mm/dd/yyyy): _____
<b>Will you work overtime if asked?</b> (check one): <b>Yes</b> ___ <b>No</b> ___ <b>If no please explain:</b> _____
<b>Are you currently employed?</b> (check one): <b>Yes</b> ___ <b>No</b> ___
<b>Are you legally eligible for employment in the United States of America?</b> (check one): <b>Yes:</b> ___ <b>No:</b> ___

**Have you ever been employed at the Animal Rescue League of Western PA before?:**

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**Have you ever pled "guilty" or "no contest" to, or have been convicted of a crime? (check one):** **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**If yes, please provide dates and details:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

\*Answering "yes" to these questions does not constitute an automatic bar to employment. Factors such as date of offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into consideration.

**EDUCATION:**

**Name of High School:** \_\_\_\_\_

**Address of High School:** \_\_\_\_\_

**Graduation Date:** \_\_\_\_\_

**Name of College, University or Trade School:** \_\_\_\_\_

**Address of College or Trade School:** \_\_\_\_\_

**Major:** \_\_\_\_\_

**Degree:** \_\_\_\_\_

**Graduation Date:** \_\_\_\_\_

**EMPLOYMENT HISTORY (List employers starting with the most recent):**

**Company Name and Address:** \_\_\_\_\_

**Company Phone:** \_\_\_\_\_

**Employment Dates:** \_\_\_\_\_ **Weekly Pay:** \_\_\_\_\_

**Job title and Description of Work:**

\_\_\_\_\_  
\_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**May we contact them? Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**Company Name and Address:** \_\_\_\_\_

**Company Phone:** \_\_\_\_\_

**Employment Dates:** \_\_\_\_\_ **Weekly Pay:** \_\_\_\_\_

**Job title and Description of Work:**

\_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**May we contact them? Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**Can you perform the essential functions of the position(s) for which you are applying?**  
(check one): Yes \_\_\_\_\_ No \_\_\_\_\_

**If no, please explain:**

\_\_\_\_\_

**Please List Professional References:**

<b>Name</b>	<b>Address</b>	<b>Phone no.</b>	<b>Position/Title</b>	<b>Affiliation (relationship to)</b>

**How were you referred to the Animal Rescue League?**

\_\_\_\_\_

**Please list any special skills which would help us better understand your qualifications for the position you desire:**

\_\_\_\_\_

\_\_\_\_\_

**Do not sign until you have carefully and completely read and understood the statements below:**

I hereby certify that the information provided in this job application is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal. I understand that acceptance of an offer does not create a contractual obligation upon the employer to continue to employ me in the future. I give permission for the Animal Rescue League to verify all information contained within this application.

I understand that if employment at the Animal Rescue League is offered to me, I must complete a drug test. I will allow the Animal Rescue League of Western Pennsylvania to perform this drug test to ensure my suitability for the position(s) I have applied for.

I understand that any employment offered to me will only continue for as long as I and the Animal Rescue League of Western Pennsylvania both care for it to continue. I also understand that if I am hired, the Animal Rescue League of Western Pennsylvania and I may terminate my employment at any time.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_ **20** \_\_\_\_\_