

APPLICATION FOR EMPLOYMENT
Animal Rescue League of Western Pennsylvania
6620 Hamilton Avenue
Pittsburgh, PA 15206
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:

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

AVAILABILITY:

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

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** _____

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:

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

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** _____