



Employment Application

Instructions: Answer all questions completely and accurately, PLEASE PRINT. All statements are subject to verification. Incomplete illegible applications may cause applicant rejection. Incorrect statements may bar or remove you from employment. A separate application must be completed for each position.

Position Applying For: _____ Social Security Number _____

Full Name: _____

Last
First
Middle
Other names which you have worekd

Street Address _____

City _____ State _____ Zip _____

If under 18, can you submit a work permit if offered the postion: Yes _____ No _____

Can you submit verification of your legal right to work in the United States? Yes _____ No _____

Are you a Veteran? Yes _____ No _____ If yes, please atach a DD Form 214 _____

Will you accept temporary or part time work? Yes _____ No _____

Driver's Lic Number: _____ State where issued _____ Expiration Date _____

May we contact your present employer as to your qualifications? Yes _____ No _____

Were you ever terminated or forced to resign because of misconduct or unsatis factory services? (Your answer to this question will not necessarily result in disqualification)
 Yes _____ No _____ If yes, explain circumstances _____

Have you ever been convicted of a felony? Yes _____ No _____ (If yes, give date, place, violation, and penalty for each conviction below. (A confiction will not necessarily result in disqualification)

Educational Background

High School	Name of High School	Location	Did you Graduate
College, University, Trade or Business Schools Attended	Dates Attended	Major	Degree, Certificate

Employment History

Experience: List your most recent employment first. Describe different positions held with the same employer in separate blocks. Additional sheets should be attached to this application as necessary to fully describe related experience, training and education. (Include volunteer and military service)

Dates Employed _____ Job Title _____ Employed by _____

From _____ To _____ Supervisor _____

Address _____ Phone _____

Your Duties _____

Full or Part time

Dates Employed _____ Job Title _____ Employed by _____

From _____ To _____ Supervisor _____

Address _____ Phone _____

Your Duties _____

Full or Part time

Dates Employed _____ Job Title _____ Employed by _____

From _____ To _____ Supervisor _____

Address _____ Phone _____

Your Duties _____

Full or Part time

Please use back side of application form for additional employment history.

Certificate of Applicant

I hereby certify that all statements made in this application are true and complete and subject to verification. I authorize investigation of all statements contained in this application and hereby authorize employers, schools or persons named in the application to give any information regarding my qualifications and that any misstatement or omission of material fact on this application will cause forfeiture on my part of all rights to be considered for employment with the Humane Society of the North Bay and may be cause for dismissal if already employed. I further agree to go through a background check, up to and including drug screening and furnish such proof of meeting the conditions of employment as may be required.

Signature X

Date

Supplemental Questionnaire

Kennel Tech

Name: _____ Date _____

Part I: Mark and "X" in the box to the right of each item that corresponds with your experience.

	None	Less than 3 months	3-6 months	6-12 months	More than a year
1. Handling domestic animals.					
2. Feeding and caring for domestic animals.					
3. Administering first aid, medications, or minor treatments to domestic animals.					
4. Assisting with, or administering, injections or immunizations to domestic animals.					
5. Handling critical injured or deceased domestic animals.					
6. Preparing (or assisting in the preparation of) deceased domestic animals for laboratory testing for rabies or other diseases.					
7. Performing, or assisting with, euthanasia or chemical restraint on domestic animals.					
8. Working with the public in stressful or sensitive situations.					
9. Resolving conflicts or misunderstandings with the public.					
10. Educating and/or sharing information with the public.					

Part II: Please read the following scenario and prioritize the requests in the space provided.

Scenario: It is a very busy day and several employees have called in sick. You are working in the cattery cleaning cages and feeding the cats. Due to staff limitations, other Kennel Techs are busy with priority requests and are unavailable to assist you with the following events. You receive the following requests simultaneously.

In what order will you respond to the following requests? Prioritize the request from one to five (one being the highest priority and five being the lowest Priority).

Priority	
	A family visiting the kennels has questions about adopting a dog.
	A woman at the front counter is requesting to euthanize her critically injured cat.
	A man in the kennel has identified his family's missing dog.
	A volunteer assigned to assist you in the cattery has questions about the special feeding directions for one of the cats
	An Animal Control Officer requests your assistance with processing animals into the shelter and he needs to respond to an urgent call for assistance at a school where an aggressive dog has bitten a child.

Part III: Below are descriptions of three common illnesses, diseases, and/or viruses that threaten the health of domestic and/or wild animals and may be observed by Animal Care Technicians assigned to Humane Society of the North Bay. ON the line following each description, please indicate the name of the illness, disease, and/or virus.

- Fever, lack of appetite; lethargy; vomiting; diarrhea; watery, bloody discharge with a strong odor. Ill animals experience significant abdominal pain and pain when eating. Severe diarrhea and vomiting cause rapid dehydration resulting in disruption in the animal's electrolytes (sodium, potassium, chlorine) and adding to the animal's weakness. Transmission through direct contact.
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- Fever; loss of appetite; chewing at wound site; subtle changes in behavior; craving to eat anything, including inedible objects; constant growling; dilated pupils; disorientation; erratic behavior; episodes of aggression; facial expression showing anxiety and hyper alertness; irritability; no fear of natural enemies (e.g. wild animals may not be afraid of people); restlessness; roaming; seizures; trembling; loss of muscle coordination. Transmission through direct contact.
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- Harsh cough sounding like the animal has something stuck in it's throat. Excitement and exercise worsen the cough. Transmission can be through airborne infection and/or direct contact.
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I certify that all the statements made in this application supplement are true, complete, and correct to the best of my knowledge and are made in good faith. I understand that any misrepresentation and/or falsification of my answers may result in my application being ineligible for this recruitment. My signature authorizes Humane Society of the North Bay to make appropriate investigations to verify information.

Signature of Applicant _____ **Date** _____