

# The Animal Foundation

655 North Mojave Road  
Las Vegas, Nevada 89101  
(702) 384-3333  
(702) 384-4563 fax

Thank you for your interest in applying with The Animal Foundation dba Lied Animal Shelter.

Please read over the following PRIOR to filling out the Application. Candidates **must** meet the following basic qualifications for any position:

- Be at least 18 years of age at the time of submitting the application
- Have a high school diploma or GED
- Be able to pass a background check, including criminal history, personal references, employment and education verifications, and a DMV check if applicable
- Not use illegal drugs. You must be able to pass a pre-employment drug test, as well as any random or post accident testing
- Demonstrate an ability to communicate effectively in English, as all positions require communication with coworkers and the public
- Must have access to reliable transportation
- Be able to successfully complete all training required for the position
- Be able to work a flexible schedule

\*Each application will undergo an extensive screening process. If your application passes the screening process and a Department Manager is interested in meeting with you for an interview, you will be contacted. Please make sure to furnish a working telephone number where you can be most easily reached. If you have any questions, please feel free to contact the Human Resources Department. Again, we thank you for submitting your application with our organization.

# THE ANIMAL FOUNDATION

## APPLICATION FOR EMPLOYMENT

APPLICATIONS THAT ARE NOT FILLED OUT COMPLETELY WILL NOT BE CONSIDERED

### POSITION INFORMATION:

JOB CHOICE: \_\_\_\_\_

SHIFTS AVAILABLE: \_\_\_\_\_ DAYS: \_\_\_\_\_ SWING \_\_\_\_\_ GRAVE: \_\_\_\_\_

HOW DID YOU HEAR ABOUT US?  JOB CONNECT  NEVADA PARTNERS  CRAIGSLIST.ORG  
 ANIMALSHELTERING.ORG  ANIMAL FOUNDATION.COM  WALK IN

### PERSONAL INFORMATION:

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
LAST FIRST

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

DO YOU HAVE A DRIVER LICENSE OR STATE I.D. CARD? YES \_\_\_\_\_ NO \_\_\_\_\_

DO YOU HAVE A SOCIAL SECURITY CARD? YES \_\_\_\_\_ NO \_\_\_\_\_

ARE YOU A UNITED STATES CITIZEN? YES \_\_\_\_\_ NO \_\_\_\_\_

IF NOT, DO YOU HAVE A RESIDENT ALIEN CARD? YES \_\_\_\_\_ NO \_\_\_\_\_

ARE YOU AT LEAST 18 YEARS OF AGE? YES \_\_\_\_\_ NO \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A CRIME OTHER THAN MINOR TRAFFIC VIOLATIONS? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, GIVE DATES, LOCATIONS, CRIMES, AND DISPOSITION OF THE CASE(S): \_\_\_\_\_

IF YOU ARE APPLYING FOR A CASH HANDLING POSITION, HAVE YOU EVER BEEN REFUSED A BOND OR HAD A BOND REVOKED? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, EXPLAIN: \_\_\_\_\_

DO YOU KNOW ANYONE EMPLOYED HERE? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, LIST NAME(S) AND RELATIONSHIP: \_\_\_\_\_

HAVE YOU EVER WORKED AT THE ANIMAL FOUNDATION? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, LIST DATE(S), POSITION(S), AND REASON(S) FOR LEAVING: \_\_\_\_\_

**EDUCATION:**

HIGH SCHOOL CITY/STATE YEARS ATTENDED DEGREE/MAJOR

COLLEGE CITY/STATE YEARS ATTENDED DEGREE/MAJOR

BUSINESS/TRADE SCHOOL CITY/STATE YEARS ATTENDED DEGREE/MAJOR

OTHER TRAINING/EDUCATION CITY/STATE YEARS ATTENDED DEGREE/MAJOR

ARE YOU CURRENTLY ATTENDING SCHOOL? YES \_\_\_\_\_ NO \_\_\_\_\_

ARE YOU COMPUTER LITERATE? YES \_\_\_\_\_ NO \_\_\_\_\_ TYPING SPEED: \_\_\_\_\_

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**EMPLOYMENT HISTORY**

**LIST LAST JOB FIRST**

**GIVE EMPLOYMENT HISTORY FOR NO LESS THAN THE LAST TEN (10) YEARS**

**ACCOUNT FOR ALL PERIODS OF TIME INCLUDING TIME UNEMPLOYED**

COMPANY NAME: \_\_\_\_\_

ADDRESS/CITY/STATE/ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

YOUR JOB TITLE: \_\_\_\_\_ SUPERVISOR'S TITLE: \_\_\_\_\_

DATE HIRED: \_\_\_\_\_ LAST DAY WORKED: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

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COMPANY NAME: \_\_\_\_\_

ADDRESS/CITY/STATE/ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

YOUR JOB TITLE: \_\_\_\_\_ SUPERVISOR'S TITLE: \_\_\_\_\_

DATE HIRED: \_\_\_\_\_ LAST DAY WORKED: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS/CITY/STATE/ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

YOUR JOB TITLE: \_\_\_\_\_ SUPERVISOR'S TITLE: \_\_\_\_\_

DATE HIRED: \_\_\_\_\_ LAST DAY WORKED: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

\*\*\*\*\*

COMPANY NAME: \_\_\_\_\_

ADDRESS/CITY/STATE/ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

YOUR JOB TITLE: \_\_\_\_\_ SUPERVISOR'S TITLE: \_\_\_\_\_

DATE HIRED: \_\_\_\_\_ LAST DAY WORKED: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

\*\*\*\*\*

COMPANY NAME: \_\_\_\_\_

ADDRESS/CITY/STATE/ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

YOUR JOB TITLE: \_\_\_\_\_ SUPERVISOR'S TITLE: \_\_\_\_\_

DATE HIRED: \_\_\_\_\_ LAST DAY WORKED: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

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**IF YOU NEED MORE ROOM TO COVER THE LAST TEN YEARS, ATTACH ANOTHER SHEET.**

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IN CASE OF EMERGENCY, NOTIFY: NAME: \_\_\_\_\_

ADDRESS/CITY/STATE/ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

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**MILITARY:**

BRANCH: \_\_\_\_\_ CLASSIFICATION: \_\_\_\_\_

DATE ENTERED: \_\_\_\_\_ DATE DISCHARGED: \_\_\_\_\_

RANK AT DISCHARGE: \_\_\_\_\_ TYPE OF DISCHARGE: \_\_\_\_\_

**REFERENCES: (DO NOT INCLUDE FORMER EMPLOYERS, OR SUPERVISORS)**

NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ADDRESS/CITY/STATE/ZIP: \_\_\_\_\_

NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ADDRESS/CITY/STATE/ZIP: \_\_\_\_\_

NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ADDRESS/CITY/STATE/ZIP: \_\_\_\_\_

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**THE ANIMAL FOUNDATION, dba LIED ANIMAL SHELTER, IS AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE IN HIRING ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, OR HANDICAP. THE INFORMATION CONTAINED IN THIS EMPLOYMENT APPLICATION WILL BE USED TO DETERMINE YOUR QUALIFICATIONS FOR THE POSITION(S) APPLIED FOR.**

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**CERTIFICATION: READ CAREFULLY BEFORE SIGNING.**

I HEREBY CERTIFY THAT THE ANSWERS AND STATEMENTS GIVEN BY ME IN THIS APPLICATION ARE TRUE AND CORRECT. IN MAKING THIS APPLICATION, I REALIZE THAT MY CHARACTER, REPUTATION FOR HONESTY, HABITS, ABILITY, CRIMINAL CONVICTIONS, AND REASONS FOR LEAVING EMPLOYMENT, MAY BE INVESTIGATED. THAT PERSONS WHO KNOW ME NOW AND/OR IN THE PAST MAY BE CONTACTED AND QUESTIONED ABOUT ME, TO WHICH I HEREBY GIVE MY CONSENT. TO THAT END, I SPECIFICALLY AUTHORIZE ANY PERSON, SCHOOL, OR COMPANY; AND ANY POLICE, JUDICIAL OR OTHER LAW ENFORCEMENT AGENCY TO GIVE THE ANIMAL FOUNDATION ANY INFORMATION THEY MAY HAVE REGARDING ME; WITH REFERENCE TO MY PRIOR OR CURRENT EMPLOYMENT AND CHARACTER; OR ANY OTHER MATTER SET FORTH IN THIS APPLICATION. I FURTHER ACKNOWLEDGE THAT ANY PERSON OR ENTITY PROVIDING SUCH INFORMATION, NOR THE ANIMAL FOUNDATION SHALL NOT BE RESPONSIBLE FOR ANY LOSS OR DAMAGE THAT I MAY SUFFER AS A CONSEQUENCE.

I UNDERSTAND THAT ANY MISREPRESENTATION OR OMISSION OF FACTS IN THIS APPLICATION, OR DURING THE COURSE OF ANY INTERVIEW, MAY BE JUSTIFICATION FOR REFUSAL OF EMPLOYMENT, OR IF EMPLOYED, TERMINATION FROM EMPLOYMENT.

IF HIRED, A CONDITION OF MY EMPLOYMENT SHALL BE TO CONFORM TO ALL APPLICABLE RULES, REGULATIONS, AND/OR POLICIES OF THE ANIMAL FOUNDATION, AND/OR ANY DEPARTMENT THEREOF. I UNDERSTAND THAT THE ANIMAL FOUNDATION MAY, AT ANY TIME, CHANGE WAGES, BENEFITS, AND/OR WORKING CONDITIONS.

I UNDERSTAND THAT THIS DOCUMENT IS AN APPLICATION FOR EMPLOYMENT AND NOT AN EMPLOYMENT CONTRACT. I UNDERSTAND THAT, IF HIRED, MY EMPLOYMENT, BOTH DURING AND AFTER ANY PROBATIONARY PERIOD, IS "AT WILL", AND CAN BE TERMINATED AT ANY TIME, BY EITHER PARTY, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE. I UNDERSTAND THAT NO STATEMENT, WHETHER WRITTEN OR ORAL, OR THIS APPLICATION OR ANY OTHER DOCUMENT, SHALL BE DEEMED TO CREATE A CONTRACT OF EMPLOYMENT, AND THAT ANY STATEMENT OR DOCUMENT TO THE CONTRARY IS EXPRESSLY DISAVOWED BY THE ANIMAL FOUNDATION AND ARE NOT TO BE RELIED UPON BY ME.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

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INTERVIEW DATE AND TIME: \_\_\_\_\_

DRUG TEST / DATE & TIME: \_\_\_\_\_

PROCESSING / DATE & TIME: \_\_\_\_\_

SPECIAL NOTES: \_\_\_\_\_

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