



Employment Application

Welcome to the Animal Shelter of the Wood River Valley!

Thanks for applying to join the Animal Shelter team. Before you complete this application, we want you to know a little bit about the organization.

The Animal Shelter of the Wood River Valley promotes companion animal welfare by providing temporary shelter for homeless pets, adopting them to qualified homes, and reducing animal abuse, neglect, and overpopulation through community education and spay/neuter services.

We envision a community where all people demonstrate compassion and respect toward animals and where all companion animals have loving homes.

The Animal Shelter of the Wood River Valley is a private non-profit organization.

The Barkin' Basement Thrift Store is a subsidiary of ASWRV. Any person hired to work at the store, is employed by ASWRV and managed under the same Policies and Procedures.

It must always be in the mind of each employee of ASWRV, no matter what capacity the employee serves in, that all persons having business with ASWRV are entitled to courtesy and respectful behavior. Each employee is expected to render assistance cheerfully and to be respectful to each perspective client and to fellow employees.

The goodwill and confidence of our clients are essential to our business. Therefore, it must be the goal of all ASWRV employees to:

- Deal fairly and honestly with clients
- Handle client requests promptly and courteously
- Exercise tact, patience, and courtesy at all times
- Ensure the clients receive full value in every service provided
- Improve the range of our capabilities
- Protect our client's rights to privacy and confidentiality

Equal Opportunity Employer

ASWRV is an equal opportunity employer. The object of ASWRV's is the recruit, hire, train, and promote into all job levels the most qualified applicants without regard to race, color, religion, national origin, age, disabled or veteran's status. All decisions are based on individual qualifications as they relate to the job vacancy. All alleged violations of equal employment opportunity laws will be promptly investigated and if merited, appropriate corrective action will be taken.

Drug Free Workplace

Pursuant to the Drug Free Workplace Act of 1988, which requires all contractors who have contracts with any federal agency for \$25,000.00 or more which were awarded on or after March 18, 1989; ASWRV's policy relative to drug free workplace is:

Employee of ASWRV, or others for whom ASWRV is legally responsible, shall be prohibited from unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance while on an ASWRV work site, or while otherwise in the course of conducting ASWRV business. The penalty for violation of such prohibition will be immediate termination. As a condition of employment, all employees shall abide by the terms of this policy and notify ASWRV of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. ASWRV reserves the right to test for controlled substances at any time, at its discretion, in compliance with client contract requirements, and state and/or federal laws.

THANKS AGAIN FOR APPLYING TO JOIN THE ANIMAL SHELTER ORGANIZATION!

Personal Information

NAME (First, Middle, Last)		OTHER NAME(S) YOU HAVE USED AT WORK OR SCHOOL
HOME PHONE NUMBER	CELLULAR PHONE NUMBER	SOCIAL SECURITY NUMBER
STREET ADDRESS		CITY, STATE, ZIP CODE
MAILING ADDRESS		CITY, STATE, ZIP CODE
HOW LONG HAVE YOU LIVED AT YOUR CURRENT ADDRESS?		PERSON TO CONTACT IN EMERGENCY (Name and Phone Number)

Are you under the age of 18? Yes No

If "yes", can you, after employment, show proof of age? Yes No

Can you, after employment, submit certification of your legal right to work in the U. S.? Yes No

Have you ever been counseled or disciplined for being late or absent from work or school? Yes No

Employees often transport animals, make deliveries, pickup supplies or donations as part of daily operating procedures.

Do you have a valid driver's license? Yes No

Employment at the Shelter facility requires direct contact and handling of animals on a daily basis. The work is physical and strenuous.

Do you have any allergies, medical conditions or previous injuries which may limit your ability to safely perform this work?

Yes No If you answered yes, please explain:

Have you been convicted of a felony, a crime involving dishonesty, or a crime involving violence to another person or an animal?

Yes No

If yes, please describe, including dates charged, penalties, and current disposition. Note: Convictions are not an automatic disqualification from employment.

Position Requested

Kennel Assistant: No experience required

Sales Assistant: No experience required

Management: Management experience required. Position Requested: _____

Animal Care Manager: License Vet Tech or comparable medical training is required

Availability

Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO

Do you have reliable transportation to get to work? Yes No

How many hours would you like to work each week?

If hired, when could you begin work? (Month/ Day/Year)

Education

NAME	CITY, STATE	# OF YEARS COMPLETED	GPA	DEGREE OR DIPLOMA	CONTACT PERSON DEPARTMENT/ PHONE
HIGH SCHOOL					
COLLEGE					
OTHER					

PLEASE LIST ALL JOB - RELATED ORGANIZATIONS, CLUBS OR ACTIVITIES YOU HAVE PARTICIPATED IN, EXCEPT THOSE THAT INDICATE RACE, RELIGION, COLOR, NATIONAL ORIGIN, ANCESTRY, SEX, OR AGE.

Work Experience

COMPANY NAME	ADDRESS	POSITION & DUTIES	SUPERVISOR NAME & PHONE	DATES EMPLOYED	REASON FOR LEAVING
MAY WE CONTACT? <input type="checkbox"/> Yes <input type="checkbox"/> No				ENDING WAGE \$	
MAY WE CONTACT? <input type="checkbox"/> Yes <input type="checkbox"/> No				ENDING WAGE \$	
MAY WE CONTACT? <input type="checkbox"/> Yes <input type="checkbox"/> No				ENDING WAGE \$	

Have any of your relatives ever worked for the Animal Shelter or Barkin' Basement? Yes No

RELATIONSHIP	COMPANY NAME	DATES EMPLOYED

References

LIST THREE SCHOOL, WORK, OR PERSONAL REFERENCES WHO WE MAY CONTACT.
DO NOT LIST PEOPLE WHO ARE RELATED TO YOU.

NAME	TELEPHONE NO.	HOW LONG HAVE YOU KNOWN THIS PERSON?	RELATIONSHIP TO YOU	TYPE OF REFERENCE
				<input type="checkbox"/> SCHOOL <input type="checkbox"/> WORK <input type="checkbox"/> PERSONAL
				<input type="checkbox"/> SCHOOL <input type="checkbox"/> WORK <input type="checkbox"/> PERSONAL
				<input type="checkbox"/> SCHOOL <input type="checkbox"/> WORK <input type="checkbox"/> PERSONAL

Applicant's Statements

READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION.
ONLY APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID.

1. The information I am presenting in this application is complete, true and correct to the best of my knowledge. I understand that any falsification, misrepresentation, or omissions could result in the denial of my application, withdrawal of any offer of employment, or immediate discharge.
2. I understand that in connection with the application process, the Animal Shelter of the Wood River Valley and its representatives may contact my former employers, educational institutions, references, and other relevant third parties to obtain additional information related to the information given by me in this application. I also understand that the Animal Shelter of the Wood River Valley may provide such information to its affiliates and to other third parties. I hereby request, release, and consent to the release and disclosure of such information. I further release and hold harmless the Animal Shelter of the Wood River Valley, our affiliates, our Directors, employees and such agents, and any other parties inquiring about, investigating, furnishing, communicating, reviewing, or evaluating such information from any and all potential claims, demands, damages, liabilities, and/ or actions of any kind arising from such activities, whether known or unknown to me presently, that I may have, now or in the future.
3. If employed, I agree to conform to the policies and procedures of the Animal Shelter of the Wood River Valley, and understand that I will be an employee at-will, and my employment may be terminated at any time by me or the Animal Shelter, with or without notice, for any reason.

APPLICANT'S SIGNATURE

DATE