



PO Box 1876 • 517 SE 3rd Street • Pendleton, Oregon 97801 • 541-276-0181

EMPLOYMENT APPLICATION

Pioneer Humane Society/Pendleton Animal Welfare Shelter (PAWS) is an equal opportunity/affirmative action employer. All qualified applicants, based upon job related qualifications, will be considered without regard to age, race, color, sex, religion, national origin, marital status, ancestry, citizenship, veteran status, sexual orientation or preference, physical or mental disability or any other classification proscribed under applicable federal, state or local law.

PLEASE PRINT

Name (Last)	(First)	(Middle Initial)	Home Telephone () ()
Address (Mailing)	(City)	(State)	(Zip) Cell Telephone () ()
Address (Street)	(City)	State)	(Zip) Other Telephone () ()
E-Mail Address		Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	

POSITION

Position Applying For:	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>	Date available to start work:
(Driver position requires a copy of your driving record from the DMV, prior to interview)		
If required, would you be willing to work overtime?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have any allergies that prevent you from handling the animals?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you afraid of handling animals?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, which ones?
Have you ever interviewed with PAWS before?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list date(s) & position(s)
Have you ever been employed by PAWS?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list dates(s) & position(s)
Do you have any relatives/friends employed by PAWS?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list name(s) & position(s)
Are you at least 18 years old?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If under 18, do you have a work permit?
Are you able to perform the essential functions of the job you are applying for without reasonable accommodation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you currently employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If so, may we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

EDUCATION

High School & Location	Dates Attended	Graduate	Degree & Year	GED Diploma & Year
College & Location	Dates Attended	Graduate	Degree & Year	Major & Subject
Business or Trade School & Location	Dates Attended	Graduate	Degree & Year	Major & Subject



PIONEER HUMANE SOCIETY

PENDLETON ANIMAL WELFARE SHELTER



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WORK EXPERIENCE (Most Recent First) (Include Voluntary Work and Military Experience)

Employer	Telephone Number ()	From (Month/Year)
Address	City/State/Zip	To (Month/Year)
Job Title	Number Employees Supervised	Supervisor
Specific Duties		
Reason for Leaving		May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Telephone Number ()	From (Month/Year)
Address	City/State/Zip	To (Month/Year)
Job Title	Number Employees Supervised	Supervisor
Specific Duties		
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SPECIAL INTERESTS

U.S. Military or Naval Service
Special Skills and/or Training
Special Study or Hobby

PROFESSIONAL REFERENCES (List three (3), other than relatives)

Name	Relationship	Contact Phone Number	Number Years Known

I understand that the position I am applying for may/will require me to:

- Lift between 15 – 60 lbs.
- Restrain a 65 lb. animal
- Stand for long periods of time
- Pass a police background check
- Receive 3 pre-exposure rabies vaccines shots
- Handle vicious and dangerous animals

AUTHORIZATION

"I understand that that the Pendleton Police Department (PPD) will do a criminal background check on me. I will also have a drug test prior to employment. I also understand that if I am employed by the Pendleton Animal Welfare shelter my employment will be terminated if PAWS is notified by the PPD that they find my background unacceptable, i.e., arrests, convictions, drug related problems, or any other incidents that do not comply with the policies and procedures of the Pendleton Police Department.

I certify that the facts contained in this application are true and correct. I understand that, in the event of my employment by PAWS, I shall be subject to dismissal if any information that I have given in the application is false or misleading or if I have failed to give any information herein requested, regardless of the time elapsed after discovery. I authorize investigation of all statements contained herein and the references and employers listed to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I authorize investigation of all statements contained herein and, the references and employers listed within to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and I release the company from all liability for any damage that may result from use of said information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medically-related information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws."

Date _____

Applicant Signature _____



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DO NOT WRITE BELOW THIS LINE

Interviewed By _____ Date _____

Interviewed By _____ Date _____

Interviewed By _____ Date _____

INTERVIEWER'S COMMENTS

ABILITIES	HIRE DATE	SALARY

PAWS Board of Directors/President

Date _____ Signature _____

Animal Care Coordinator

Date _____ Signature _____