



Animal Humane New Mexico

Application for Employment

Date of Application: _____

Name: _____

Address: _____ City: _____ State _____ Zip Code _____

Email Address: _____ Telephone H: _____ W: _____ Cell: _____

Position Applied for: _____ Preferred Salary: _____ Referred By: _____

Why are you considering employment at Animal Humane? _____ Friends or relatives employed by, or volunteering for Animal Humane: _____

As the responsible caregiver for thousands of homeless pets annually, there are circumstances in which pets are humanely euthanized if they have significant health or behavioral issues that do not improve following persistent treatment. If employed could you support this policy? Yes___No___

If hired, can you show proof of authorization to work in the U.S.? Yes ___ No _____ Are you presently able to perform the job for which you apply with or without reasonable accommodation? Yes _____ No _____

Name of School	Location (City & State)	Circle Number of Years Completed	Degree Obtained	Major Subject
High School		6 7 8 9 10 11 12		
College/University		1 2 3 4		
Graduate School		1 2 3 4		
Business/Technical Training/Other Special Training		1 2 3 4		

Volunteer Experience relative to Animals:

Organization _____ Location _____ Position _____ When _____

Organization _____ Location _____ Position _____ When _____

WORK EXPERIENCE

PREVIOUS EMPLOYERS (Begin with Present or Most Recent) – Account for any periods of unemployment.

Dates: From		Employer	Your Title	Supervisor Name/Title/Phone		Rate of Pay
To:		Address	Description of Duties			Reason for Leaving
Dates: From		Employer	Your Title	Supervisor Name/Title/Phone		Rate of Pay
To:		Address	Description of Duties			Reason for Leaving
Dates: From		Employer	Your Title	Supervisor Name/Title/Phone		Rate of Pay
To:		Address	Description of Duties			Reason for Leaving
Dates: From		Employer	Your Title	Supervisor Name/Title/Phone		Rate of Pay
To:		Address	Description of Duties			Reason for Leaving

Applicant's Agreement: My answers to the questions on this application are true and complete. I authorize Animal Humane New Mexico to investigate all references and information given. I agree that any false statement or misrepresentation on this application may be cause for refusal to hire or for immediate dismissal. I further understand that my employment with Animal Humane will be subject to verification of legal age requirements or any applicable requirements for working with animals or youth. I further understand that employment with Animal Humane may be terminated with or without cause at any time. Animal Humane is dedicated to providing equal employment opportunities in all areas of occupation without regard to age, ancestry, color, mental or physical disability, gender, gender identity, serious medical condition, national origin, race, religion, sexual orientation, spousal affiliation or veteran status according to state and federal laws.

Date _____ Applicant Signature _____

Office use only: Interviewer _____	Date Interviewed _____	Employed as _____	Date _____
In Hire Pay Rate _____		Comments _____	

Animal Humane New Mexico
Authorization for Release of Information

I, _____, hereby authorize Animal Humane New Mexico to conduct reference checks into my past and current activities. I understand and consent to reference checks that may include, but are not limited to, information as to my personal character, general reputation, verification of current and previous employment and employment references, job performance and salary, reasons for leaving, criminal records, verification of education and when applicable, credit history and motor vehicle driving record.

I authorize and request all former employers, persons, companies, corporations, schools, police departments, states, cities and counties or any other individuals to furnish Animal Humane Association with all information concerning the above areas. I hereby release all such persons and entities from all liability and responsibility that may result from providing Animal Humane New Mexico with such information as requested.

I understand that if hired, my employment is for no definite period of time, consistent with state law, and may be terminated with or without cause and with or without notice, at any time, at the option of either Animal Humane or myself.

Employment References

Employer	Address	Phone
Employer	Address	Phone
Employer	Address	Phone

You may contact my current employer. ____ Yes ____ No If no please indicate why

Personal References

Name	Relationship	Years Known
Address		Phone
Name	Relationship	Years Known
Address		Phone

Applicant Signature _____ **Date** _____

