



The Cleveland Animal Protective League
 1729 Willey Avenue • Cleveland, Ohio 44113
 216.771.4616 / 216.771.2810 fax / www.clevelandapl.org

APPLICATION for EMPLOYMENT
 Please print. Answer completely.
 Should an interview be desired we will contact you.
 No Phone Calls, Please

Equal access to programs, services and employment is available to all persons. We are an Equal Opportunity Employer. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Cleveland Animal Protective League.

Position(s) Applied For			Application Date		
Name Last	First	Middle	Social Security #		
Address		City	Zip		
Telephone #			Cellular Telephone #		
Driver's License #		State	OR	State Issued ID #	
					State

Type of Employment Desired: Full-Time Part-Time Temporary Seasonal

Date Available To Start Work: _____ Desired Salary Range: \$ _____

Are you able to meet the attendance requirements of the position? YES NO

Are you legally eligible for employment in this country? YES NO

If you are under 18, and it is required, can you furnish a Work Permit? YES NO

Have you ever been employed here before? YES NO *If YES give date/position:*

Have you ever pled "guilty" or "no contest" to, or have been convicted of a crime? YES NO
 Answering "YES" does not constitute an automatic bar to employment.
 If YES please provide date(s) and details:



EMPLOYMENT HISTORY

Employer	Telephone:	From	To
Address		Job Title	
Summarize the nature of work performed and primary job responsibilities		Reason for Leaving	
Hourly Rate/Salary		Immediate Supervisor	
		May we Contact for Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	

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EDUCATIONAL BACKGROUND

Name and Location	Years Completed	Graduate?	Course of Study
High School			
College			
Other			
ADDITIONAL SKILLS AND QUALIFICATIONS— Summarize any training, skills, licenses and/or certifications that may qualify you as being able to perform job-related functions in the position for which you are applying.			



REFERENCES

NAME	TELEPHONE	RELATIONSHIP	YEARS KNOWN



APPLICANT STATEMENT

- I certify that all information I have provided to apply for and secure work with The Cleveland Animal Protective League is true, complete, and correct.
- I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.
- I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview.
- I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.
- I understand that The Cleveland Animal Protective League does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law.
- I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from The Cleveland Animal Protective League and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.
- If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration.
- I understand that no supervisor or representative of The Cleveland Animal Protective League is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Animal Protective League's Executive Director.
- I also understand that The Cleveland Animal Protective League requires pre-employment criminal background checks and drug testing and permission is granted to obtain such information as it relates to potential employment. Further, I understand the listed position description in no way states or implies that these are the only duties to be performed by a potential employee. Employees will be required to follow any other job related duties required by their supervisor.
- I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

^^^ DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT ^^^

• I certify that I have read, fully understand, and accept all terms of the foregoing **Applicant Statement**.

Applicant Signature

Date

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