

SHELTER & CLINIC OPERATIONS APPLICATION

Please email or print the employment application, complete all of the requested information, drop it off at our Welcome Center Receptionist Desk, or mail it to:

Citizens for Animal Protection
17555 Katy Freeway
Houston, TX 77094

Citizens for Animal Protection (CAP) is an Equal Opportunity Employer

We do not discriminate on the basis of race, age, color, national origin, ancestry, gender, sexual orientation, gender expression, disability, marital status, status as a covered veteran, citizenship, religion, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.

Instructions:

Answer each question fully and accurately. Use blank paper if you do not have enough room on this application. PLEASE PRINT, except for the signature at the end of the application. Incomplete or illegible applications will not be processed. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

GENERAL INFORMATION

Today's Date: _____

Position(s) Applied for: _____ Salary Desired _____

Name: _____
Last Name First Name Middle/Other

Preferred Name(s): _____ Pronouns: _____

Address: City, State, Zip Code _____

Home Phone: _____ Work/ Cell Phone: _____

Email _____

Are you 18 years of age or older? Yes____ No____

If hired, can you furnish proof of eligibility to work in the U.S.? Yes____ No____

Have you ever been employed here? Yes____ No____ If yes, when? _____

Have you ever volunteered or done community service here? Yes____ No____ If yes, when? _____

Have you ever been convicted of, or have you pled "guilty" or "no contest" to any law violation excluding minor traffic violations? Yes / No If yes, please explain, listing City/State/Year: _____

(Answering "yes" to this question will not automatically bar you from employment unless applicable law requires such action.)

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AVAILABILITY

Date available to start: _____

Are you seeking Full-time, Part-time, Temporary/Seasonal employment? _____

Please indicate days and times available to work: Full-time positions (30-40 hrs per week) and Part-time positions (20-29 hrs per week), will often have set schedules, but the days/hours may vary based upon the needs of the open position. Administrative positions are for 8 hours per day, 5 days a week and the schedule varies depending on the position.

Day	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Hours							

EDUCATION

List names and cities of schools:

High School or GED: _____

City: _____

College/University: _____

Completed Degree: _____

City: _____

Other: _____

City: _____

ADDITIONAL QUESTIONS

What interests you about working for CAP? _____

What special skills can you bring to CAP? _____

Describe any experience you have had working with animals _____

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CAP holds itself and its employees to a high standard of professionalism. Please give your definition for each one of the following.

Compassion for animals

Customer Service

Adaptability

Responsibility

Respect

Integrity

Team Player

Dependability

Ability to Accept Positive Criticism

Can you accept the fact that some animals must be euthanized (humanely put to death)?
Please share your thoughts about this

What brought you to CAP?

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Have you had any experience working in an animal shelter or any type of animal facility?

_____ If "yes" please describe your experience and duties. _____

Employees are rotated so that everyone works two holidays and is off three holidays each year. Is this acceptable for you? _____

Working in the shelter area requires commitment and compassion for animals. Do you feel that you are able provide humane care to the animals here? _____

Employees are required to walk dogs of various sizes/breeds and pick up all fecal matter as the dogs are walked. Are you willing and physically able to do? _____

Employees are required to clean animal cages that contain dogs, cats and other small animals (e.g. rabbits, guinea pigs etc.). These cages contain animal feces and urine. Cat cages contain used litter boxes which must be cleaned. Are you willing and physically able to perform these tasks? _____

Various duties that employees are required to perform include but are not limited to; doing laundry, washing bowls and litter boxes, taking out trash, sweeping and mopping. Are you willing and physically able to perform these tasks? _____

Employees are required to handle animals, walk dogs on leash, pick up and carry dogs, cats and small animals. Are you physically capable of lifting animals up to 30lbs on your own?

_____ If not, please explain. _____

CAP employees interact with the public on a daily basis. Customers surrender animals, looking for lost pets and looking to adopt. Describe any experience you have had working with the public.

Describe any experience you have had with computers, including personal computers.

Please explain why you want to work for CAP and how CAP would benefit from having you as an employee _____

WORK HISTORY

Give information on previous employment beginning with current/most recent. Telephone numbers and contact names are critical. Please account for all periods of time including military service/unemployment. Note: A job offer may be contingent upon acceptable references from current/former employers. **Please do not write "see resume" for this section.**

Current/Most Recent Employer _____

Telephone Number Your Position Supervisor/Manager

Start Date End Date Starting Salary Ending Salary ☐ May we contact for reference?

Your Duties/Responsibilities

Reason(s) for leaving

Previous Employer _____

Telephone Number Your Position Supervisor/Manager

Start Date End Date Starting Salary Ending Salary ☐ May we contact for reference?

Your Duties/Responsibilities

Reason(s) for leaving

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Previous Employer _____

Telephone Number Your Position Supervisor/Manager

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Your Duties/Responsibilities

Reason(s) for leaving

Use additional sheets if needed:

REFERENCES

Give three (3) Employment References which can be a co-worker but must not be a relative.

Name	Phone Number	Years Known/Relationship

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AFFIDAVIT, CONSENT AND RELEASE

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, employer, past employers, and organizations to provide relevant information and opinions that may be useful in making an employment decision. I release such persons and organizations from any legal liability in making such statements.

I understand that I may be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required.

I understand that if I am extended an offer of employment it may be conditioned upon my successfully completing a working interview.

I understand that this application, statements by management, or subsequent employment does not create an express or implied contract of employment nor guarantee employment for any definite period of time. If employed, I understand that I have been hired at the will of the employer and my employment may be terminated at any time, with or without reason, and with or without notice. I further acknowledge that if employed, that at-will nature of my employment cannot be modified in any way by any person affiliated with Citizens for Animal Protection.

I have read, understand, and by my signature consent to these statements.

Signature

Date