

# APPLICATION FOR EMPLOYMENT

Please print the employment application, complete all of the requested information, fax to 281-497-1537, drop off at our Welcome Center Receptionist Desk or mail 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, color, religion, national origin, sex, age, disability, 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 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

Do you go by any other name(s): \_\_\_\_\_

Address City State Zip Code \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work/ Cell Phone: \_\_\_\_\_

Email \_\_\_\_\_

Are you 18 years of age or older? Yes \_\_\_ No \_\_\_ DOB \_\_\_\_\_

Drivers License or I.D. State \_\_\_\_\_ License Number \_\_\_\_\_

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 any law violation excluding minor traffic violations? Yes / No  
If yes, please explain, listing City/State/Year \_\_\_\_\_

(A conviction will not necessarily disqualify an applicant for employment. In accordance with company policy, this information will be reviewed for job-relatedness and time since conviction. Background checks are run when being considered for hire.)

**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 (32-40 hrs per week) and Part Time positions (20-31 hrs per week), will often have set schedules, but the days/hours may vary based upon the needs of the open position.

Day	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Hours							

**EDUCATION**

**List names and cities of schools:**

Completed Degree: \_\_\_\_\_

High School or GED: \_\_\_\_\_

City: \_\_\_\_\_

College/University: \_\_\_\_\_

City: \_\_\_\_\_

Other: \_\_\_\_\_

City: \_\_\_\_\_

**ADDITIONAL QUESTIONS**

Do you have a valid driver's license? Yes\_\_\_\_ No\_\_\_\_ DL or ID # \_\_\_\_\_

Have you had your license suspended or revoked in the past 3 years? Yes\_\_\_\_ No\_\_\_\_

What interests you about working for CAP? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What special skills can you bring to CAP? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe any experience you have had working with animals \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**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

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Customer Service

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Adaptability

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Responsibility

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Respect

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Integrity

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Team Player

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Dependability

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Ability to Accept Positive Criticism

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

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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 this? \_\_\_\_\_

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 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 surrendering 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. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## 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 say "see resume" for this section.**

**Current/Most Recent Employer** \_\_\_\_\_

Address City State Zip Code \_\_\_\_\_

\_\_\_\_\_  
Telephone Number                      Your Position                      Supervisor/Manager

\_\_\_\_\_  
Start Date                      End Date                      Starting Salary                      Ending Salary

\_\_\_\_\_  
Your Duties/Responsibilities

\_\_\_\_\_  
Reason(s) for leaving

**Previous Employer** \_\_\_\_\_

Address City State Zip Code \_\_\_\_\_

\_\_\_\_\_  
Telephone Number                      Your Position                      Supervisor/Manager

\_\_\_\_\_  
Start Date                      End Date                      Starting Salary                      Ending Salary

\_\_\_\_\_  
Your Duties/Responsibilities

\_\_\_\_\_  
Reason(s) for leaving

**Previous Employer** \_\_\_\_\_

Address City State Zip Code \_\_\_\_\_

\_\_\_\_\_  
Telephone Number                      Your Position                      Supervisor/Manager

\_\_\_\_\_  
Start Date                      End Date                      Starting Salary                      Ending Salary

\_\_\_\_\_  
Your Duties/Responsibilities

\_\_\_\_\_  
Reason(s) for leaving

**Please add additional sheets if needed:**

**REFERENCES**

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

Name	Phone Number	Years Known/Relationship

**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 successful completion of a working interview.

I understand that this application, statements by management, or subsequent employment does not create an expressed or implied contract of employment nor guarantee of 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