

EDUCATION AND TRAINING

SCHOOL	NAME & LOCATION	DATES ATTENDED	DATE OF GRADUATION	GRADE LEVEL	DEGREE EARNED
SENIOR HIGH		XXXXXXX	XXXXXXX		XXXXXXX
COLLEGE OR UNIVERSITY					
BUSINESS OR TECHNICAL					
OTHER/SPECIFY					
OTHER/SPECIFY					

EMPLOYMENT RECORD -- COMPLETE THIS SECTION EVEN IF ACCOMPANIED BY RESUME. List your present and all past employment, beginning with the most recent. Use additional sheets if necessary

Name of Employer:	Dates of employment:	
Address of Employer:	Phone number of employer:	
State last job title and describe major duties of that position:		
Name, Title, and phone number of last supervisor:	Pay rate on date of hire:	Pay rate of last day employed:
Reason for leaving:		

Name of Employer:	Dates of employment:	
Address of Employer:	Phone number of employer:	
State last job title and describe major duties of that position:		
Name, Title, and phone number of last supervisor:	Pay rate on date of hire:	Pay rate of last day employed:
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Name, Title, and phone number of last supervisor:	Pay rate on date of hire:	Pay rate of last day employed:
Reason for leaving:		

COURSES TAKEN - List any courses that you have complete which will aid the SSPCA in evaluating your qualifications for the position for which you are applying. Use additional sheets if necessary.

Course Name	Dates enrolled in course	School or other sponsor of course

Please list animal or animal related experience(s):

Familiarity with Software

Spreadsheet software

Word Processing software

Database software

Accounting software

Other software

Office Equipment - List office equipment you have used (e.g., dictation, 10-key, switchboard)

Office and Secretarial skills

Typing Speed:

List other skills:

Referral

I was referred to the SSPCA by (person's name):

Other (newspaper ad, internet posting, etc.):

1.

2.

3.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The SSPCA's policy is to provide equal employment opportunities for all applicants and employees without regard to race, color, religion, sex, physical or mental disability, developmental disability, sexual orientation, national origin, age, or status as a special disabled veteran or veteran of the Vietnam era. Hiring decisions will be based on the qualifications of the applicant to perform the job for which the applicant applies.

PLEASE READ CAREFULLY BEFORE SIGNING:

All information provided by me in support of my application for employment is true and correct to the best of my knowledge. I understand that misrepresentation or omissions may be cause for rejection, or may result in my subsequent dismissal if I am hired. I hereby authorize any former employer or school which I have attended to release or provide any information within their knowledge or records and agree to hold each of them free from any liability for releasing truthful information that is within their knowledge or records. I further acknowledge that my employment may be terminated, and any offer of employment, if such is made, may be withdrawn, with or without cause, and with or without prior notice, at any time, at the option of the SSPCA or myself. I understand that no representative of the SSPCA has any authority to enter into any agreement for employment for any specified period of time, or assure or make some other personnel move, either prior to commencement of employment or after I have become employed, or to assure any benefits, or terms and conditions of employment, or make any agreement contrary too the foregoing.

Signature of Applicant:

Date:

THIS APPLICATION WILL BE HELD IN THE ACTIVE FILE FOR THREE MONTHS. AFTER THAT PERIOD, IF YOU STILL WISH TO BE CONSIDERED, RECONTACT US.

Interviewed by:

Date:

Recontact Date(s):