



5950 Brainerd Road  
Chattanooga, TN 37421  
(423) 531-7729  
[www.chattaneuter.org](http://www.chattaneuter.org)

## EMPLOYMENT APPLICATION

Name: Last First Middle Today's Date

Street Address City/State ZIP

Phone: (Home) (Work) (Alt. Number)

Email address: \_\_\_\_\_

Position: \_\_\_\_\_ Part time \_\_\_\_\_ Full time \_\_\_\_\_

Salary Expected: \_\_\_\_\_ Date Available: \_\_\_\_\_

Can you work: \_\_\_ Days \_\_\_ Evenings \_\_\_ Weekends

Are there any times or days you cannot work? \_\_\_\_\_

How did you learn about this position? \_\_\_\_\_

If hired, can you show proof that you have the legal right to work in the United States?  
\_\_\_ Yes \_\_\_ No

If hired, can you show proof that you are at least 18 years of age? \_\_\_ Yes \_\_\_ No

If you receive a conditional offer of employment, will you submit to a drug test?  
\_\_\_ Yes \_\_\_ No

U.S. Military service: \_\_\_ Yes \_\_\_ No Branch of service: \_\_\_\_\_

Have you ever been convicted of a crime?  Yes  No

If yes, what was the charge? \_\_\_\_\_ Conviction date: \_\_\_\_\_

Disposition/Outcome:  Deferred  Probation  Fined  
 Incarcerated  Suspended Sentence

Do you have any experience working with animals?  Yes  No

If yes, please explain:

What experience have you had working with the public/providing customer service?

Please list any animal organizations to which you belong:

Duties and any special training relevant to the job for which you are applying:

What interests or hobbies do you have which include animals?

What non-animal interests or hobbies do you have?

Why do you want to work for ChattaNeuter?

Please write your definition of Customer Service. How could you best serve the public in the position for which you are applying?

How do you think ChattaNeuter is funded?

Please complete these sections, even if you submit a resume

### EDUCATION

<u>SCHOOL</u>	<u>NAME &amp; LOCATION</u>	<u>STUDIES</u>	<u>GRADUATE</u>	<u>DEGREE</u>
HIGH SCHOOL				
COLLEGE				
VOCATIONAL OR OTHER				

### EMPLOYMENT HISTORY

Former employers— List the past 5 years employment Please list the most recent first.

Dates of Employment	Name & Address of Employer	Supervisor	Position, Title & Duties	Salary	Reason for Leaving
To: From:					
To: From:					
To: From:					
To: From:					
To: From:					

<b>To:</b>					
<b>From:</b>					

May we contact your current employer? \_\_\_\_ Yes \_\_\_\_ No

## Acknowledgment

I hereby declare the information provided by me in this application for employment is true, correct, and complete to the best of my knowledge. I understand that misrepresentation or omission of facts on this application is cause for dismissal. I authorize the investigation of all statements on this application. Further, I release all parties and persons from any liability for any damages that may result from furnishing such information to ChattaNeuter as well as from the use of disclosure of such information by ChattaNeuter or any of its agents, employees or representatives.

In consideration of employment I understand that I am free to terminate my employment with ChattaNeuter at any time, with or without reason, and ChattaNeuter has the right to terminate my employment at any time, with or without reason. Although ChattaNeuter may choose to terminate employment for cause, cause is not required. This is called "at will" employment.

No one other than the Board can enter into an agreement for employment for a specified period of time, or make any agreement or representations contrary to this policy. Further, any such agreement is to be in writing, and signed by the Board Chair.

Apart from the policy of at-will employment and those policies required by law, ChattaNeuter may change its policies or practices at any time without further notice.

I authorize ChattaNeuter to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I further understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for employment will not be processed further.

I also understand that all offers of employment are conditioned on provision of satisfactory proof of an applicant's identity and legal authority to work in the United States, as well as the satisfactory completion of a post-offer medical examination and/or drug test.

Signature \_\_\_\_\_

Date \_\_\_\_\_