**Willow Wood Pet Resort & Training Center**

**APPLICATION FOR EMPLOYMENT**

Date **\_\_\_\_\_\_\_\_\_\_\_\_**

**PERSONAL INFORMATION**

 SOCIAL SECURITY

NAME NUMBER

 LAST FIRST MIDDLE

PRESENT ADDRESS

 STREET CITY STATE ZIP

PERMANENT ADDRESS

 STREET CITY STATE ZIP

PHONE NO.

ARE YOU 18 YEARS OR OLDER? Yes NO  IF NO, DATE OF BIRTH\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DO YOU (OR YOUR FAMILY) OWN ANY PETS? YES  NO  HOW MANY DOGS \_\_\_\_ CATS \_\_\_\_\_

 OTHER \_\_\_\_\_

EMPLOYMENT DESIRED

POSITION YOU ARE APPLYING FOR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE AVAILABLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FULL TIME  PART TIME  TEMPORARY 

NUMER OF HOURS AVAILABLE PER WEEK:

HAVE YOUR WORKED AT THIS COMPANY BEFORE? Yes  No 

IF YES WHEN? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_

DO YOU HAVE ANY FRIENDS WORKING HERE NOW? \_\_\_\_\_\_\_\_ BEFORE \_\_\_\_\_\_\_\_\_\_

DO YOU HAVE ANY RELATIVES WORKING HERE NOW? \_\_\_\_\_ BEFORE\_\_\_\_\_\_\_\_\_\_\_

NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EDUCATIONAL HISTORY

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SCHOOL | YEARS COMPLETED | NAME AND ADDRESS | MAJOR COURSE OF STUDY | DID YOU GRADUATE? |
| HIGH SCHOOL |  |  |  | YES \_\_\_\_NO\_\_\_\_\_ |
| COLLEGE OR UNIVERSITY |  |  |  | YES \_\_\_NO \_\_\_ |
| TRADE SCHOOL, Etc.  |  |  |  | YES \_\_\_NO \_\_\_ |

WHAT SCHOOL ACTIVITIES AND ORGANIZATIONS DID YOU PARTICPATE IN?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WORK HISTORY: PLEASE LIST YOUR MOST RECENT EMPLOYMENT FIRST.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DATE EMPLOYED | NAME AND ADDRESS | \*SALARY | POSITION | REASON FOR LEAVING |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\*APPLICANT NEED NOT ANSWER. FAILURE TO DO SO WILL HAVE NO BEARING ON CONSIDERATION FOR EMPLOYMENT.

LIST THE COMPUTER SOFTWARE PACKAGES AND OFFICE EQUIPMENT YOU ARE PROFICIENT WITH. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WHAT OTHER SPECIAL QUALIFICATIONS DO YOU HAVE, NOT LISTED ABOVE? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

REFERENCES

GIVE THE NAMES OF TWO PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

|  |  |  |  |
| --- | --- | --- | --- |
| NAME | ADDRESS | BUSINESS | YEARS ACQUAINTED |
|  |  |  |  |
|  |  |  |  |

We are an equal opportunity employment company. We are dedicated to a policy of non-discriminatory employment in accordance with federal and state laws which prohibit discrimination on the basis of race, religion, creed, national origin, color, ancestry, age, sex, marital status, disability, height, weight, citizenship or veteran status.

I understand that if I am selected as a final candidate for employment, I may be required by MayCastle Willow Wood, LLC, to submit to a drug test and criminal history check. My refusal to consent to these tests or a positive test result will result in refusal of further consideration for employment.

I understand that to be employed I must be lawfully authorized to work in the United States, and I must show the employer documents that will prove this. I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

I understand that any false or misleading statement made by me in connection with this application or the failure to disclose any material information will be grounds for immediate dismissal. I understand that if hired I will have a probationary period during which time I may be terminated at the discretion of the company. Thereafter, the terms of my continued employment will be pursuant to the written employment polices that the company may from time to time determine.

SIGNATURE OF APPLICANT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_/\_\_\_/\_\_\_\_\_

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

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

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY DATE

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

HIRED: YES  NO  POSITION

SALARY/WAGE DATE REPORTING TO WORK

APPROVED 1. 2.

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