



APPLICATION FOR EMPLOYMENT

The San Francisco SPCA believes that animals, as living creatures, have value beyond economic measurement, and are entitled to legal, moral, and ethical considerations and protection. Our mission is dedicated to saving homeless dogs and cats, to providing lifesaving care and treatment to dogs and cats in need, to helping pets stay in loving homes, and to cultivating respect and awareness for the rights and needs of animals and the importance of the human-animal bond. It is also the goal of The San Francisco SPCA to become one of the top places to work in the Bay Area by providing a positive work environment along with exceptional incentives and benefits.

| <i>PERSONAL INFORMATION</i> | | | | | | DATE APPLIED | / / | | |
|---|--------------------------------------|---|------------|---|--|------------------------|--|------------|--|
| PHONE | DAY | () - | EVE | () - | OTHER | () - | | | |
| NAME | LAST | | | FIRST | | | INITIAL | | |
| STREET ADDRESS | | | | CITY | | | STATE | ZIP | |
| Can you present, upon employment, proof of your legal right to regular employment in the U.S.? | | | | | | | Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| Have you been convicted of a felony in the last seven (7) years? If yes, list convictions that are a matter of public records (arrests are not convictions). A conviction will not necessary disqualify you for employment. | | | | | | | Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| How did you find out about this position(s)? | | <input type="checkbox"/> SF/SPCA Job Listing <input type="checkbox"/> SF/SPCA Website <input type="checkbox"/> Craigslist | | <input type="checkbox"/> Other Website: _____ <input type="checkbox"/> Publication: Name: _____ <input type="checkbox"/> Referral: From Whom? _____ | | | | | |
| <i>EMPLOYMENT INFORMATION</i> | | | | | | | DATE AVAILABLE | | |
| POSITION DESIRED | | | | | SALARY DESIRED | | / / | | |
| Have you ever applied to The SF/SPCA before? | | | | Yes <input type="checkbox"/> No <input type="checkbox"/> | | If so when? | | | |
| Do you meet the requirements of this position as listed in the job description? | | | | | | | Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| Do you have any objection to being tested on the skills required for this position? | | | | | | | Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| <i>EDUCATION</i> | NAME & LOCATION OF SCHOOL | | | | DID YOU GRADUATE? | SUBJECT STUDIED | | | |
| HIGH SCHOOL | | | | | Yes <input type="checkbox"/> No <input type="checkbox"/> | | | | |
| COLLEGE | | | | | Yes <input type="checkbox"/> No <input type="checkbox"/> | | | | |
| TRADE, BUSINESS SCHOOL | | | | | Yes <input type="checkbox"/> No <input type="checkbox"/> | | | | |
| JOB RELATED TRAINING | | | | | Yes <input type="checkbox"/> No <input type="checkbox"/> | | | | |
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| | | | | | | | | | |

| WORK EXPERIENCE | | PLEASE LIST YOUR WORK EXPERIENCE FOR THE LAST TEN YEARS. USE ADDITIONAL PAPER IF NECESSARY | | | | |
|---|--|--|---------------|--|-------------------|---------------------------|
| DATE | | NAME, ADDRESS & PHONE OF EMPLOYER | SALARY | TITLE & DUTIES | SUPERVISOR | REASON FOR LEAVING |
| FR: | | | | | | |
| To: | | | | | | |
| FR: | | | | | | |
| To: | | | | | | |
| FR: | | | | | | |
| To: | | | | | | |
| FR: | | | | | | |
| To: | | | | | | |
| May we contact your present employer? | | | | Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| TECHNICAL SKILLS | | PLEASE CHECK ALL THAT APPLY | | | | |
| COMPUTER KNOWLEDGE | | PC <input type="checkbox"/> , Mac <input type="checkbox"/> , Other <input type="checkbox"/> _____ | | | | |
| SOFTWARE KNOWLEDGE | | Office <input type="checkbox"/> , Word <input type="checkbox"/> , Excel <input type="checkbox"/> , PowerPoint <input type="checkbox"/> , Outlook <input type="checkbox"/> , Other <input type="checkbox"/> _____ | | | | |
| GENERAL INFORMATION | | | | | | |
| If you are applying for a licensed position with The San Francisco SPCA, are you currently licensed in the State of California? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | | | | |
| <p>By signing below, I indicate my agreement with the following:</p> <ol style="list-style-type: none"> 1) I authorize investigation of all statements contained in this application. 2) I authorize The San Francisco SPCA to contact any or all of my previous employers (current employers will not be contacted if so indicated above.) 3) If employed, employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either The Society or myself. 4) I understand that there will be no reliance on employment until I received a written offer of employment. 5) I understand that if offered a position with the SF/SPCA, I will be required to submit to a background check and drug screening as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed. 6) I understand certain key positions may require the completion of a satisfactory credit history check, before an offer may be extended. I will be notified and asked to sign a consent form before such an investigation would proceed. 7) I understand that misrepresentations or omissions on this application may be considered sufficient cause for dismissal. I further agree to abide by the rules and regulations of The Society. 8) If any dispute arises from my application or employment with The San Francisco SPCA, The San Francisco SPCA and I agree that we both will submit it exclusively to final and binding arbitration. Except for workers' compensation and unemployment insurance claims and matters heard by the labor commissioner, the dispute includes every kind or type of dispute including, without limitation, any allegation of wrongful discharge, discrimination, or any injury to your physical, mental or economic interests. This means that a neutral arbitrator, rather than a court or jury, will decide the dispute. We agree to settle the dispute according to the provisions of the California Code of Civil Procedure, starting at section 1280, or successor or replacement statutes. To start the arbitration process, either party must submit a written arbitration request to the other, within one (1) year of the date the dispute first arose or within (1) year of application or the termination of your employment, whichever occurs first. The cost of the arbitration shall be paid by the San Francisco SPCA. | | | | | | |
| APPLICANT'S SIGNATURE | | | | DATE | | / / |