**Application for Employment**

Please Answer All Questions. Resumes Are Not A Substitute For A Completed Application.

*We are an equal opportunity employer. Applicants are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other category protected by applicable federal, state, or local laws.*

**Position Applied For (list only one):** Click here to enter text.
**Name:** Click here to enter text.
**Telephone Number:** Click here to enter text.
**Alternate or Cellular Telephone Number:** Click here to enter text.
**Present Address:**
**City:** Manassas **State:** VA **Zip Code:** Click here to enter text.
**How long have you lived there (months/years):** Click here to enter text.
**Email Address (optional):** Click here to enter text.
**Desired Salary/Hourly Rate:** Click here to enter text.

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**Are you at least 18 years of age?** [ ]  YES [ ] NO

**Type of employment desired?** Full-time [ ] Part-time (Specify Hours) Click here to enter text.

**Are you willing to work overtime?** [ ]  YES [ ]  NO

**Date on which you can start work if hired:** Click here to enter a date.

**Have you previously applied for employment with the Animal Welfare League of Alexandria?** [ ]  YES [ ]  NO
**If YES, when did you apply?** Click here to enter a date.

**Have you ever been employed by the Animal Welfare League of Alexandria?** [ ]  YES [ ]  NO
**If YES, provide dates of employment, location, and reason for separation from employment.** Click here to enter text.

**Have you ever plead no contest, nolo contendere, or guilty to a misdemeanor crime, or been convicted of a misdemeanor crime?** [ ]  YES [ ]  NO

**Have you ever plead no contest, nolo contendere, or guilty to a felony crime, or been convicted of a felony crime?** [ ]  YES [ ]  NO
**NOTE:** *Answering “yes” to either question above does not constitute an automatic bar to employment. The Animal Welfare League of Alexandria will consider the nature of the crime, its seriousness, the substantial relation to the position’s functions and qualifications, the number of occurrences, the applicant’s age at the time of the crime, the time elapsed since the crime, the applicant’s entire work and educational history, employment references and recommendations, and the business necessity of any exclusion when required by state, local, or federal law.*

**If you answered yes to either of the two preceding questions, please give dates and details for each incident:** Click here to enter text.

**Have you ever initiated an act of violence in the workplace?** [ ]  YES [ ]  NO

**If YES, please provide the date(s) and explain so that individual circumstances can be considered. (A “YES” answer will not necessarily disqualify you from employment.)**
Click here to enter text.

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**EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **School Name and Location** | **Course of Study** | **Date of Graduation** | **Degree/Major** |
| **High School** | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **College** | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Post-College** | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Trade School** | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

 **Honors Received:** Click here to enter text.

**List all special technical skills that you feel qualify you for the job for which you are applying (for example, computer programming/language, software, equipment operation, special tools or machines, etc.)**

**If applicable, list below any other names by which you have been known which may be necessary to allow us to confirm your work and educational record. For example, change of name, use of an assumed name, nickname, etc.** Click here to enter text.

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**WORK EXPERIENCE**

Please list the names of your present and/or previous employers in chronological order with present or most recent employer listed first. Provide information for at least the most recent ten (10) year period. Attach additional sheets if needed. If self-employed, supply the firm’s name and business references. You may include any verifiable work performed on a volunteer basis, internships, or military service. Your failure to completely respond to each inquiry may disqualify you for consideration from employment. Do not answer “see resume.”

**Employer Name:**
**Employer Address:**
**Type of Business:**
**Telephone:**
**Dates Employed:**
**Job Title:**
**Duties: Responsible for maintaining the safety and well being
Supervisor’s Name:**
**May we contact?** [ ]  YES Click here to enter text. [ ]  NO **If No, why not?**  **Wages:**
**Reason for Leaving:
What will this employer say was the reason your employment terminated?**  **How much notice did you give when resigning? If none, explain.**

**Employer Name:**
**Employer Address:**
**Type of Business:**
**Telephone:**
**Dates Employed:**
**Job Title:**
**Duties:**
**Supervisor’s Name:**
**May we contact:** [ ] Yes[ ]  NO **If No, why not?**Click here to enter text. **Wages:** **Final:**
**Reason for Leaving:**   **What will this employer say was the reason your employment terminated?** . **How much notice did you give when resigning? If none, explain.**

**Employer Name:**
**Employer Address:**
**Type of Business:**
**Telephone:**
**Dates Employed:**
**Job Title:**
**Duties:
Supervisor’s Name:**
**May we contact?** [ ]  YES [ ]  NO **If No, why not?**Click here to enter text. **Wages:** **Final**
**Reason for Leaving:
What will this employer say was the reason your employment terminated?**  **How much notice did you give when resigning? If none, explain.**

**Have you ever been terminated or asked to resign from any job?** [ ]  Yes [ ]  No
**If Yes, how many times?**

**Has your employment ever been terminated by mutual agreement?** [ ]  Yes [ ]  No
**If Yes, how many times?** Click here to enter text.

**Have you ever been given the choice to resign rather than be terminated?** Yes [ ]  No
**If Yes, how many times?** Click here to enter text.

**If you answered Yes to any of the above three questions, please explain the circumstances of each occasion.** Click here to enter text.

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**REFERENCES**

Please list the names of additional work-related references we may contact. Individuals with no prior work experience may list school or volunteer-related references.

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| --- | --- | --- | --- | --- |
| **Name** | **Position** | **Company** | **Work Relationship** | **Telephone** |
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Please list the names of personal references (not previous employers or relatives) who know you well that we may contact.

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| --- | --- | --- | --- | --- |
| **Name** | **Occupation** | **Address** | **Telephone** | **Years Known** |
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**APPLICANT CERTIFICATION**

I understand and agree that if driving is a requirement of the job for which I am applying, my employment and/or continued employment is contingent on possessing a valid driver’s license for the state in which I reside and automobile liability insurance in an amount equal to the minimum required by the state where I reside.

I understand that The Animal Welfare League of Alexandria (AWLA) may now have, or may establish, a drug-free workplace or drug and/or alcohol testing program consistent with applicable federal, state, and local law. If The Animal Welfare League of Alexandria has such a program and I am offered a conditional offer of employment, I understand that if a pre-employment (post-offer) drug and/or alcohol test is positive, the employment offer may be withdrawn. I agree to work under the conditions requiring a drug-free workplace, consistent with applicable federal, state, and local law. I also understand that all employees of the location, pursuant to The Animal Welfare League of Alexandria’s policy and federal, state, and local law, may be subject to urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or illegal or controlled drugs. If employed, I understand that the taking of alcohol and/or drug tests is a condition of continual employment and I agree to undergo alcohol and drug testing consistent with The Animal Welfare League of Alexandria’s policies and applicable federal, state, and local law.

If employed by The Animal Welfare League of Alexandria, I understand and agree that The Animal Welfare League of Alexandria, to the extent permitted by federal, state, and local law, may exercise its right, without prior warning or notice, to conduct investigations of property (including, but not limited to, files, lockers, desks, vehicles, and computers) and, in certain circumstances, my personal property.

I understand and agree that as a condition of employment and to the extent permitted by federal, state, and local law, I may be required to sign confidentiality, restrictive covenant, and/or conflict of interest statement, as well as an agreement to arbitrate.

I certify that all the information on this application, my résumé, or any supporting documents I may present during any interview is and will be complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action, up to and including immediate dismissal.

THE ANIMAL WELFARE LEAGUE OF ALEXANDRIA IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE ANIMAL WELFARE LEAGUE OF ALEXANDRIA OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS APPLICATION OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE COMPANY IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ME OR ANY APPLICANT FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE PRESIDENT OF THE COMPANY.

IF HIRED, I AGREE TO CONFORM TO THE RULES AND REGULATIONS OF THE ANIMAL WELFARE LEAGUE OF ALEXANDRIA, AND I UNDERSTAND THAT THE ANIMAL WELFARE LEAGUE OF ALEXANDRIA HAS COMPLETE DISCRETION TO MODIFY SUCH RULES AND REGULATIONS AT ANY TIME, EXCEPT THAT IT WILL NOT MODIFY ITS POLICY OF EMPLOYMENT AT-WILL.

I authorize The Animal Welfare League of Alexandria or its agents to confirm all statements contained in this application and/or résumé as it relates to the position I am seeking to the extent permitted by federal, state, or local law. I agree to complete any requisite authorization forms for the background investigation which may be permitted by federal, state and/or local law. If applicable, I will receive separate written notification regarding The Animal Welfare League of Alexandria’s intent to obtain “consumer reports.”

I authorize and consent to, without reservation, any party or agency contacted by this employer to furnish the above-mentioned information. I hereby release, discharge, and hold harmless, to the extent permitted by federal, state, and local law, any party delivering information to The Animal Welfare League of Alexandria or its duly authorized representative pursuant to this authorization from any liability, claims, charges, or causes of action which I may have as a result of the delivery or disclosure of the above requested information. I hereby release from liability The Animal Welfare League of Alexandria and its representative for seeking such information and all other persons, corporations, or organizations furnishing such information. Further, if hired, I authorize the company to provide truthful information concerning my employment to future employers and hold the company harmless for providing such information.

If hired by The Animal Welfare League of Alexandria, I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States by The Animal Welfare League of Alexandria. I also understand The Animal Welfare League of Alexandria employs only individuals who are legally eligible to work in the United States.

Applicant Signature: Date:

Animal Welfare League of Alexandria | 4101 Eisenhower Ave., Alexandria, VA 22304 | 703.746.4774

www.AlexandriaAnimals.org