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NOTE: PLEASE ASK IF YOU NEED ASSISTANCE COMPLETING THIS APPLICATION

INFORMATION

LAST NAME:		FIRST NAME:		MIDDLE IN:
PRESENT ADDRESS:		CITY:	STATE	ZIP:
HOME OR MESSAGE PHONE:		WORK:	E-MAIL:	
WAGE/SALARY DESIRED?				
POSITION APPLIED FOR?			DATE AVAILABLE FOR WORK?	
AVAILABLE: Days <input type="checkbox"/> Evenings <input type="checkbox"/> Nights <input type="checkbox"/>			APPLYING FOR: Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary <input type="checkbox"/>	
Will visa or immigration status prevent lawful employment? Yes <input type="checkbox"/> No <input type="checkbox"/> (Proof of right to work in the U.S. will be required if hired.)				
Are you 18 years or older? Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, employment is subject to minimum legal age requirements.)				
Have you been convicted of a felony or released from prison within the past 10 years? (A conviction may not necessarily disqualify you from employment.) Yes <input type="checkbox"/> No <input type="checkbox"/>				
If yes, please indicate the date and nature of the offense:				
CALIFORNIA APPLICANTS ONLY: Applicant may omit any convictions for the possession of marijuana (except for convictions for the possession of marijuana on school grounds or possession of concentrated cannabis) that are more than two years old, and any information concerning a referral to, and participation in, any pretrial or post trial diversion program.				
Do you have a Non-Compete, Non-Disclosure, or other agreement that might restrict your employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you ever previously applied to or been employed by this company? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?				
How did you learn about this position opening?				
Were you known by any other name at any job or school listed on this application? What name(s)?				
At which school(s)/employer(s) were you known by this other name?				
Are you able to perform the essential functions of the position for which you are applying, either with or without reasonable accommodations? <input type="checkbox"/> Yes <input type="checkbox"/> No				

EDUCATION

	Name and Location of School	Years Completed	Did you graduate?	Degrees Received
High School				
College				
Trade				
Business, or				
Graduate school				

SKILLS

Typing ____ wpm
 Ten-key
 Bookkeeping
 Receptionist #incoming lines _____
 Other _____

Supervision (yrs of experience) _____
 Proficient at : Excel Word Access PowerPoint Outlook

Other computer skills/experience _____

Indicate other skills related to the position you are seeking:

EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT RECORD (INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED)

Please list your employment history below beginning with the most recent employer, include U.S. military service.

If currently employed, may we contact your employer? Yes No

Employer _____ Type of business _____ Telephone () _____
City _____ State _____ Fax: () _____
Job Title _____ Supervisor _____ Telephone () _____
Dates Employed: From _____ To _____ Reason for leaving _____ Wage/Salary _____
Duties _____

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City _____ State _____ Fax: () _____
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Employer _____ Type of business _____ Telephone () _____
City _____ State _____ Fax: () _____
Job Title _____ Supervisor _____ Telephone () _____
Dates Employed: From _____ To _____ Reason for leaving _____ Wage/Salary _____
Duties _____

I certify that the information given by me is true and complete to the best of my knowledge. I understand that if I am employed, the discovery that I gave false information during the application process may result in immediate dismissal.

I authorize Animal Food Warehouse and Pet Zoo to investigate all statements contained in this application and to request information about me from previous employers, educational institutions, and references. I expressly authorize my previous employers to provide information and opinions concerning my work and work habits. Further, I release all parties (including Animal Food Warehouse and Pet Zoo) and persons connected with any requests for information from all claims, liabilities, and damages for whatever reason, arising out of furnishing any information. If employed, I release Animal Food Warehouse and Pet Zoo from any liability for future references it may provide regarding my work history with Animal Food Warehouse and Pet Zoo.

Due to the large number of applications Animal Food Warehouse and Pet Zoo receives, I understand Animal Food Warehouse and Pet Zoo cannot guarantee that my application will be considered for any or all-open positions they or the Company may have or that my application will be considered for any specific time.

In the event of employment, I understand that I am required to abide by all current and subsequently issued rules and regulations of the Company and that my employment and compensation may be terminated, at any time, with or without notice, by either party.

DRUG AND ALCOHOL POLICY

Animal Food Warehouse and Pet Zoo (the Company) are committed to producing products of the highest quality and providing a safe and productive work environment for employees. Consistent with this commitment is our policy to maintain a drug and alcohol-free workplace. To help maintain this environment, we have implemented a pre-employment drug screening program. Under this program, all job applicants and temporary employees may be required to submit to a urinalysis exam conducted by an independent laboratory of our choice. A negative result will be a condition of employment. Any applicant or new hire that tests positive will be ineligible to work and may not reapply for a position within six months.

By signing below, I hereby consent to testing for the presence of unauthorized drugs and alcohol, and I authorize the release of the test results to the Company. I also authorize the Company, the laboratory, to obtain any necessary medical information from my physician, treating hospital, or other treating health or substance abuse professional. I hereby release the Company from any and all claims, demands, or liabilities that may arise in connection with the administration of the test or use of the test results.

I fully understand that any offer of employment or temporary placement is contingent on my successfully passing the screening process, and that any misrepresentation or attempt to tamper with the sample submitted may be grounds for disciplinary action, including dismissal, if I am employed or temporarily placed.

Applicant's Name (please print):

Date:
