



# Central California SPCA Application for Employment

103 S. Hughes Ave. Fresno, CA 93706  
559.233.SPCA

[www.ccspca.com](http://www.ccspca.com)

"An Equal Employment Opportunity Employer"

## POSITION AND AVAILABILITY

Position Applying For: \_\_\_\_\_ Date: \_\_\_\_\_

Shifts you can work:  Day  Swing  Graveyard  All

## APPLICANT INFORMATION

Name: _____ Last First Middle			Social Security No.: xxx-xx-____	
Address: _____ Street			Driver's License No.: (if required for position) _____	
City	State	Zip Code	State:	Expires:
Contact Phone:	Message Phone:	Email Address:		

Can you, after employment, submit verification of your legal right to work in the United States?  No  Yes

Are you over the age of eighteen?  No  Yes

Are you employed now?  No  Yes May we contact your present employer?  No  Yes

Have you ever been employed by CCSPCA?  No  Yes If yes, give dates and position(s): \_\_\_\_\_

Do you have relatives employed by CCSPCA?  No  Yes If yes, give name(s) and relationship(s): \_\_\_\_\_

Have you ever been convicted of a felony in the last seven years?  No  Yes

If yes, explain: \_\_\_\_\_

(Note: Conviction is not necessarily a bar to employment. Each case is considered based on the job requirement.)

## EDUCATION AND TRAINING

Name of School	City and State	Did you graduate	Degree Obtained/Major	Year Degree Received
High School		Yes/No		
College or University		Yes/No		
Other Education or Training				

## SKILLS AND KNOWLEDGE

ADDITIONAL INFORMATION (Please list additional skills, education, licenses or certificates that are related to the position for which you are applying. This information will be used to evaluate your qualifications.)

Computer Skills \_\_\_\_\_

Language(s) (if relevant) \_\_\_\_\_

License(s)/Certificate(s) \_\_\_\_\_

Professional Affiliations/Special Qualifications or Achievements. (Relevant to the position applied for) \_\_\_\_\_

Are there any experiences, skills, or training you feel would qualify you for employment with CCSPCA? \_\_\_\_\_

What interests you most about working for CCSPCA? \_\_\_\_\_

**EMPLOYMENT HISTORY** List present or most recent employer first. Include periods of time for the past ten years, whether employed or unemployed, including volunteer work and active military service. (Attach additional sheet, if necessary). **Do not state "Refer to Resume"**.

<b>Position Title:</b>	Employed By:	Employed From:	To:
Address of Employer:		Starting Salary:	Ending Salary:
Supervisor(s) Name and Phone Number(s):		May we contact: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Specific Job Duties:			
Termination: <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary Explanation: _____			

<b>Position Title:</b>	Employed By:	Employed From:	To:
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Specific Job Duties:			
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Specific Job Duties:			
Termination: <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary Explanation: _____			

**REFERENCES**

List the names and addresses of three persons, not relatives, who are familiar with your character, ability or education for more than one year.

Name	Address	Phone	Occupation

**APPLICANT ACKNOWLEDGMENT**

— I hereby certify that I have not knowingly withheld any information that might adversely affect chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

— I understand that nothing contained in this application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without cause, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

**I have read and understand the foregoing statements and accept the same as condition for employment.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**REFERRAL SOURCE**

Where did you hear of this job opportunity?

<input type="checkbox"/> Newspaper	<input type="checkbox"/> Bulletin Board	<input type="checkbox"/> Career Fair	<input type="checkbox"/> Employment Development Dept.
<input type="checkbox"/> CCSPCA website	<input type="checkbox"/> School	<input type="checkbox"/> Referred by Employee	<input type="checkbox"/> Other _____
<input type="checkbox"/> Internet	<input type="checkbox"/> CalJOBS	<input type="checkbox"/> Workforce Referral	