

**ANIMAL
RESCUE
LEAGUE
of BOSTON**



The Animal Rescue League of Boston

10 Chandler St., Boston, MA 02116-0265

APPLICATION FOR EMPLOYMENT

Helping animals since 1899.

The Animal Rescue League of Boston complies with the law regarding reasonable accommodation for disabled employees. Applicants requiring reasonable accommodation in order to participate in the interview process are requested to contact the Director of Human Resources in order to arrange such accommodation.

We are an equal opportunity employer and always employ qualified individuals based upon job related qualifications regardless of race, religion, color, sex, national origin, age, disability, or any other classification proscribed under applicable federal, state or local law.

Date of Application:					
Name:			Social Security Number:		
Street Address:					
City:		State:		Zip:	
Daytime Phone:			Evening Phone:		
Position Applied for:					
Date Available to Start:			Full-Time/Part-Time:		
Specify Days and hours available (if part-time):					
Are you willing to work: (Circle Appropriate response)		Weekends:		Yes	No
Overtime:	Yes	No	Rotating Shift:	Yes	No
Holidays:	Yes	No	Specify Shift Available:	1 st	2 nd 3 rd

Do you possess a valid Mass. Driver's License? :	Yes	No	
Do you have relatives working for the League? :	Yes	No	
How did you hear of opportunities at the League? :			
Were you ever employed by or volunteer for the League? :	Yes	No	
Have you ever applied to the League before?	Yes	No	Position:
Did you have any problems with tardiness in any of your previous positions? :	Yes	No	
Are you capable of performing in a reasonable manner, with or without reasonable accommodation(s), the activities involved and duties in the job or occupation for which you are applying? :			
	Yes	No	

Please complete these sections fully, do not state "see resume"

EDUCATION AND/OR MILITARY TRAINING

School Name & Location	# of Years Attended	Course of Study or Major	Did you Graduate?	Diploma/Degree

EMPLOYMENT HISTORY AND/OR VOLUNTEER WORK

Please list all verifiable employment. You may include work performed on a volunteer basis.
List all of your employers, starting with the present or most recent.

Company Name & Phone #	Reference and/or Immediate Supervisor	Dates of Employment	Salary History	Position Held	Reason for Leaving
		From: To:	Starting: Ending:		
		From: To:	Starting: Ending:		
		From: To:	Starting: Ending:		
		From: To:	Starting: Ending:		

If presently employed, may we contact your current employer as a reference?

Yes

No

Briefly describe the type of work for which you are best qualified. Note any details about your qualifications that should be considered. Include special skills, machines operated, licenses, professional affiliations, honors and awards, publications, patents, etc.

SECURITY

If a job is offered, will you be able to provide verification of your legal right to work in the United States?

Yes No

Under the immigration Reform and Control Act of 1986, an applicant's identity and eligibility as a U.S. Citizen or as an alien with a work permit is subject to verification. All applicants, upon being made an offer of employment, must produce documents, which are specified by the Federal government, establishing their identity and authorization for employment in the United States. These documents must be produced no later than 72 hours after commencement of employment. You are also required to sign the form I-9 issued by the federal government verifying your employment authorization.

Have you been convicted of a felony within the last five (5) years? Yes No

If yes, please describe briefly:

(The existence of a criminal conviction does not constitute an automatic bar to employment. Convictions will only be considered in relation to specific job requirements.)

An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no record" with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no record" to an inquiry herein relative to prior arrests, court appearance and adjudications in all cases of delinquency or as a child in need of services that did not result in a complaint transferred to the Superior Court for Criminal Prosecution. An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no record" with respect to an inquiry herein relative to prior arrests of criminal court appearances

Please read the following statements; they constitute the conditions under which you would be employed by the League should you be accepted for employment.

I certify that all the information that I have provided on this application is true and complete to the best of my knowledge. I understand that falsification, misrepresentation or omission of facts called for in this application may result in denial of employment or immediate dismissal.

I understand that if I am employed by the League, my employment is for no definite term and that I can be terminated at any time without notice and without cause. I further understand that no verbal promises or guarantees are binding on the League and that no one other than the President of the League, has the authority to enter into an agreement for employment contrary to the above, and that any such agreement must be in writing. If employed, I agree to abide by all of the League's rules and regulations, and any changes thereto. I give the League permission to investigate all pertinent information, references, and educational background, concerning my application in order to determine my qualifications for employment. I understand that any offer of employment may be rescinded if the results of the investigation are unacceptable to the League. I hereby release said employers, companies, schools or person(s) from all liability for any damage, either legal or otherwise for issuing this information.

I consent to any and all medical examinations required by the organization and understand that if I am employed I will be on a probationary basis for sixty days (six months for salaried and law enforcement) from the date of employment. Upon my termination I authorize the release of reference information on my work and release the Animal Rescue League from all liability for any damage, both legal and otherwise for issuing this information

The employer does not discriminate in employment and no question on this application is used for the purposes of limiting or excluding any applicant's consideration for employment on a basis prohibited by local, state or federal law.

Signature of Applicant

Date

Massachusetts General Laws c> 149 s19B requires that the following statement be included on employment applications: "It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability."