



Employment Application

... a home along the way.

8935 Thompson Road • Lake Odessa, MI 48849 | mackenzies.info

The Midwest's largest no-kill Sanctuary for abused, abandoned and neglected dogs.

Position Applied for: _____ Date of Application: _____

First Name: _____ Middle: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email Address: _____

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Social Security #

How did you hear about us? _____

Are you over 18? yes no

Have you filed an application with us before? yes no

Have you ever worked with us before? yes no

Are you currently employed? yes no

May we contact your current employer? yes no

May we contact your prior employers? yes no

On what date would you be available for work? MM/DD

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Are you available to work... (check all that apply) part time full time

Are you able to work the days/shifts expected for this position? (see Job Description) yes no

Are you currently on layoff status and subject to recall? yes no

If requested, can you provide the necessary documents of your authorization to work in this country? yes no

Can you travel if a job requires it? yes no

Do you possess a valid driver's license in the state of Michigan? yes no

Have you been convicted of a felony or misdemeanor in the last 7 years? yes no

If yes, please explain:

Employment Experience

Start with your present or last job. Include any job related military service activity and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. Please indicate if you were employed under a different name.

Employer: _____ Phone Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Other Name(s) used: _____ Job Title: _____

Supervisor: _____ Reason for Leaving: _____

Dates Employed: _____ Hourly Rate/Salary: _____ Final: _____

Duties performed, skills used or learned, advancements or promotions, etc:



Employer: _____ Phone Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Other Name(s) used: _____ Job Title: _____

Supervisor: _____ Reason for Leaving: _____

Dates Employed: _____ Hourly Rate/Salary: _____ Final: _____

Duties performed, skills used or learned, advancements or promotions, etc:



Employer: _____ Phone Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Other Name(s) used: _____ Job Title: _____

Supervisor: _____ Reason for Leaving: _____

Dates Employed: _____ Hourly Rate/Salary: _____ Final: _____

Duties performed, skills used or learned, advancements or promotions, etc:

List professional, trade, business or civic activities and offices held. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Education

High School: _____ Year Completed: _____

Address: _____

Courses Studied: _____

Degree/Diploma: _____



Undergraduate College: _____ Year Completed: _____

Address: _____

Courses Studied: _____

Degree/Diploma: _____



Graduate College: _____ Year Completed: _____

Address: _____

Courses Studied: _____

Degree/Diploma: _____



Other Education: _____ Year Completed: _____

Address: _____

Courses Studied: _____

Degree/Diploma: _____

Additional Information

Other Qualifications:

Use this space to add any additional information to describe your full qualifications for the position which you are applying. Summarize special job related skills and qualifications acquired from employment or other experience:

Are you capable of performing in a reasonable manner the activities involved in the job for which you have applied? (please review Job Description) yes no

References

Name: _____ Phone: _____
Address: _____



Name: _____ Phone: _____
Address: _____



Name: _____ Phone: _____
Address: _____



Name: _____ Phone: _____
Address: _____



Name: _____ Phone: _____
Address: _____

Applicant Statement

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I consent to and authorize any former employers to release any and all relevant information concerning my previous employment record. In addition, I consent to and authorize the educational institutions that I attended to release any and all relevant information concerning my educational background.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I understand that my employment is contingent upon providing proof of employment eligibility and identity, and I agree to present the necessary documents when asked.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulation of the employer.

I acknowledge **REQUIRED**

Getting to Know You

1. Why would you like to work at Mackenzie's Animal Sanctuary?
2. What are your future career goals?
3. What do you feel you can bring to the Sanctuary?
4. Do you have any previous experience with Dog Rescue/Animal Shelter Operations?
5. Are you allergic to dogs and/or cats? yes no
If yes, please explain.
6. Have you ever been bitten or attacked by a dog? yes no
If yes, please explain.
7. Are you afraid of dogs and/or cats? yes no
If yes, please explain.
8. What did you like and dislike about your previous jobs?
9. How do you handle on the job conflicts?

10. What makes a job enjoyable for you?

11. What motivates you to put forth your greatest effort?

12. What kind of rewards are most satisfying for you?

13. How do you take direction and constructive criticism?

14. What companion animals do you currently care for? (please give their name, breed, age, how you acquired them, whether they are neutered, are they indoor/outdoor pets, etc.)

15. If you were a dog, what breed of dog would you be and why?

16. Why do you feel you would be a good candidate for the position for which you have applied?

17. Are you willing to travel for Adoption Home Visits? (up to 150 mi. radius of Grand Rapids/Lake Odessa, Michigan area)

18. What pay rate or salary range are you seeking?

Hourly: _____ Annually: _____

19. Describe your background in customer service.

20. Describe, in detail, your background with Microsoft Office (Word, Excel, PowerPoint, Access). How experienced are you with spreadsheets and databases.

21. Describe any other pertinent computer skills, experience, software used, etc.

22. How do you handle stressful situations?

23. Describe an instance when you took responsibility for something that went wrong.