



## Heart of the Valley Employment Application

An Equal Employment Employer  
1549 E Cameron Bridge Road  
Bozeman, MT 59718

**Notice to Applicants:** Heart of the Valley Animal Shelter is an equal opportunity employer. We do not discriminate because of race, color, creed, age, sex, marital status, religion, status with regard to public assistance or disability, national origin, veteran's status, or any other prohibited basis of discrimination as provided under applicable state or federal law. In accordance with the Americans With Disabilities Act, federal law obligates us to provide reasonable accommodations to known disabilities of applicants, unless to do so would pose an undue hardship. Please let us know if you need an accommodation to complete the application process.

### Incomplete applications may not be accepted.

Please fill out the application completely- print or type clearly.  
Any misrepresentation or willful omission of facts may be cause for immediate dismissal.

Name: \_\_\_\_\_  
(Last) (First) (Middle)

\_\_\_\_\_  
(Address/City/State/Zip)

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

All employees must be at least 18 years old. Are you at least 18 years old? \_\_\_\_\_  
(Yes) (No)

Have you ever been convicted of a crime?  
(Exclude minor traffic infractions. DUI's must be noted.) \_\_\_\_\_  
(Yes) (No)

If yes, please explain and list the date of the conviction: \_\_\_\_\_  
\_\_\_\_\_

Are you prevented from lawfully being employed in the country because of Visa or Immigration status?  
(Proof of citizenship will be required upon employment.)  
\_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

Position Desired: \_\_\_\_\_  
(Full time) (Part time)

Date available to begin work: \_\_\_\_\_ Expected rate of pay: \_\_\_\_\_

Are you willing to work weekends? \_\_\_\_\_  
(Yes) (No)

How did you hear about this job? \_\_\_\_\_

Please list friends and relatives in our employ: \_\_\_\_\_

Were you previously employed with Heart of the Valley? \_\_\_\_\_  
(Yes) (No)

If yes, when? \_\_\_\_\_

**Employment History:** (Please include any relevant volunteer experience.)

Employer:		
Address:		
Phone:	Job Title:	Pay Rate:
Dates of your employment: From _____ To _____		
Describe your job:		
Reason for leaving:		

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Address:		
Phone:	Job Title:	Pay Rate:
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Address:		
Phone:	Job Title:	Pay Rate:
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**Education/ Skills:**

Last High School Name and Address:	Grades completed: Did you graduate?
College/Trade School Name and Address:	Years Completed: Did you graduate?
Courses Studied:	
College/Trade School Name and Address:	Years Completed: Did you graduate?
Courses Studied:	

**Other courses, trade certificates or studies:**

Name and Address of Organization:
Course Certification (if any):
Dates of Attendance:

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**Professional References:**

Name	Affiliation	Phone	Years Known
1.			
2.			
3.			
4.			

**Statement of Interest:**

Write a brief sentence or two on why you would be a good candidate for this job:

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**Employment Requirements:**

- Ability to work at a computer.
- Be on time for scheduled hours.
- Courteous customer service to all clients at all times.
- Able to lift 50 lbs unaided and safely.
- Able to work with dogs and cats.
- Ability to work with various personalities and get along with all staff members.
- Considerate of volunteers and respectful of their compassion.
- Ability to withstand loud noises, odors, animal hair, and dander.
- Physical ability to stand on hard floors for extended periods of time.
- Able to withstand the physical stress of bending and stooping continually.
- Able to follow direction given by supervisors.

**Initial here that you understand these requirements:** \_\_\_\_\_

**IMPORTANT**  
**PLEASE READ THE FOLLOWING CONDITIONS OF EMPLOYMENT**

**Your signature below indicates you have read and agree to the following conditions:**

I certify that the information contained in this application is true and complete. I understand that providing false or misleading information, misrepresentation or willful omission of facts during the application or interview process may result in withdrawal from consideration for employment or immediate discharge if already hired, regardless of when discovered. I authorize Heart of the Valley, Inc. to investigate all statements in this application and to conduct a thorough investigation of my past employment, education and job related activities. I indemnify HOV against any liability which may result from conducting such an investigation. All employers, educational institutions and references listed are hereby authorized to give you any and all information regarding my employment and character and are hereby released from any and all liability which may result from furnishing such information.

By signing the acknowledgement that I am 18 years of age or older and am physically able to perform the duties mentioned above, I am also signing that I understand and accept that Heart of the Valley, Inc. is a Drug Free Workplace. I understand that as a condition of employment I may be asked to submit to a urinalysis or blood test at the expense of Heart of the Valley, Inc. This test may test for drugs such as, but not limited to, cannabinoids, cocaine, opiates, amphetamines, phencyclidine, barbituates, methaqualone, benzodiazepines, methadone, propoxyphene, and any other substance illegal under federal or state law. The drug test will be performed by a reputable drug testing company or hospital. The results of the test will remain confidential and will not be disclosed to anyone other than you, Heart of the Valley, Inc., and the person and/or entity conducting the test. If your test results are positive for any of the drugs referenced above, Heart of the Valley reserves the right to not hire you.

I understand that personal property carried by me to and from Heart of the Valley Animal Shelter may be inspected by an authorized Heart of the Valley representative.

I understand this application is not a contract of employment.

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Signature

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Date