

## YELLOWSTONE VALLEY ANIMAL SHELTER

### How to apply for a Job Posting

Thank you for taking an interest in our Job Posting at Yellowstone Valley Animal Shelter. Please read in detail the Job Description as posted to ensure that you meet the qualifications as indicated.

Application Packet to include:

1. Cover Letter of Introduction to include:
  - a. What you can bring to the specific position
  - b. Why you would like to work at Yellowstone Valley Animal Shelter
  - c. Expectation of hourly wage
2. Resume
3. Completed YVAS Application

You can download Application Packet from our website [www.yvas.org](http://www.yvas.org)

or visit YVAS at 1735 Monad to pick up the Application Packet.

We will accept your completed Application Packet in the following manner:

\*Deliver to YVAS at 1735 Monad Rd

\*Mail to YVAS, PO Box 20920, Billings, MT 59104

This position is open for immediate hire and will remain posted until applicant is hired.

# Application for Employment



## Notice to Applicants

We welcome you as an applicant for employment. It is the policy of Yellowstone Valley Animal Shelter, Inc. to consider applicants for all positions without regard to race, color, religion, creed, sex, national origin, age, marital status, the presence of a non-job related medical condition or physical disability or any other legally protected status unless related to a bona fide occupational requirement. A separate application, resume and other supporting documentation must be submitted for each job vacancy as required by the job posting.

POSITION #1 APPLIED FOR:

DEPT:

DATE:

### PERSONAL INFORMATION

Last Name:

First:

Middle:

Social Security Number:

Present Address:

City:

State:

Zip:

Home Phone:

Other Phone:

List other names, if any, used on employment or education records:

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Are you 18 years or older?

For Temporary/Seasonal Hire - *Please fill out the following*

Date Available for Hire?

From:

to:

Have you ever been convicted of a felony?

If yes, describe in full, including dates:

(Criminal convictions are not an absolute bar to employment, but will be considered in relation to specific job requirements.)

## EDUCATION

### High School

Name:

Address:

Course of Study:

Last year Completed:

Did you graduate?

Diploma or G.E.D. obtained?:

### College

Name:

Address:

Course of Study:

Last year completed:

Did you graduate?

List Diploma or Degree:

### Other (specify)

Name:

Address:

Course of Study:

Last Year Completed:

Did you graduate?

List Diploma or Degree:

## AUTHORIZATION TO RELEASE INFORMATION

- As an applicant for a position with Yellowstone Valley Animal Shelter, I am required to furnish information which this agency may use in determining my qualifications. In this connection, I hereby expressly authorize release of any and all information which you may have concerning me, including information of a confidential or privileged nature. I hereby release any organization, company, institution or person furnishing the information requested. I authorize the use of duplicated copies of this document.
- I acknowledge that I may be requested to submit to a drug test prior to being hired. I further acknowledge that a negative drug test result and remaining drug free are conditions of my employment.
- For the purpose of in-house security, I consent to a security investigation prior to employment.
- I certify that the foregoing answers, and all supplemental documents are correct and that false information may disqualify me from employment with Yellowstone Valley Animal Shelter, and may result in dismissal if employed. I understand that employment may be contingent upon satisfactory completion of physical examination showing that I can adequately perform job-related functions. If employed by Yellowstone Valley Animal Shelter, I will abide by YVAS Policies, Practices and Procedures.

**I have read and agree with the above statements.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SPECIAL SKILLS**

Special Skills Relating To The Position You Are Applying For:  
*(clerical skills, heavy equipment operating skills, etc.)*

**LICENSES**

Driver's License: (If required for this position)

Do you have a valid Driver's License?

State:

Number:

Expiration Date:

Do you have a Commercial Driver's License?

If yes, specify type:

Class:

Endorsements: Hazardous Material:

Tank:

Airbrakes:

Passenger:

Other (specify):

**CERTIFICATES**

*(CPA, PE, Boiler Operator, etc.)*

Name of Licensing Agency:

Address:

Type of License:

Endorsement/Restriction (if applicable):

Date Licensed:

Date Expires:

Name of Licensing Agency:

Address:

Type of License:

Endorsement/Restriction (if applicable):

Date Licensed:

Date Expires:

Name of Licensing Agency:

Address:

Type of License:

Endorsement/Restriction (if applicable):

Date Licensed:

Date Expires:

## EMPLOYMENT HISTORY

Instructions: Begin with your present or most recent job and list your work experience with emphasis on experience that is relevant to the position for which you are applying. Include military service and any volunteer work which has provided experience that would help you qualify. If this space below is not adequate, you may respond to this section on a separate sheet of paper.  
**This information must be completed even if a resume is submitted.**

**NOTICE TO APPLICANTS:** Information that you provide on this application is subject to verification. Previous employers may be contacted as references and for verification.

Do you want to be informed before we contact your present employer?

CURRENT EMPLOYER: Address:

Date employed  
From:

To:

Position:

Salary:

Contact:

Phone:

Describe work performed:

Reason for leaving:

PAST EMPLOYER: Address:

Date employed  
From:

To:

Position:

Salary:

Contact:

Phone:

Describe work performed:

Reason for leaving:

PAST EMPLOYER: Address:

Date employed  
From:

To:

Position:

Salary:

Contact:

Phone:

Describe work performed:

Reason for leaving:

**REFERENCES**

List three (3) references, excluding relatives, who have knowledge of your ability to perform this job.

Full Name:	Address:
City:	State: <span style="float: right;">Zip:</span>
Telephone Number:	

Full Name:	Address:
City:	State: <span style="float: right;">Zip:</span>
Telephone Number:	

Full Name:	Address:
City:	State: <span style="float: right;">Zip:</span>
Telephone Number:	