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Ext. 15

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Ext. 13

Laura Hawbecker
Shelter
Ext. 17

Melissa Putnam
Shelter
Ext. 17

Dear Applicant,

Thank you for your interest in joining the team at The Humane Society Serving Clark County, Inc!

Below you will find the application for the Humane Society. Please fill the application out and return them to the Humane Society at 5201 Urbana Road, Springfield, Ohio 45502, no later than October 15, 2011. Digital applications may be emailed to JimmyStraley@clarkhumane.org. A resume may be attached also. You will also find below a brief job description of the position available.

Interviews will be drawn from applications received.

Again, thank you for your interest.

Sincerely,

Executive Director
The Humane Society Serving Clark County, Inc.
(937)399-2917 x 30

POSITION: SHELTER PERSONNEL

Shelter Personnel work under the direction of the Executive Director of The Humane Society Serving Clark County, Inc., and the Shelter Coordinator. Works directly with Dog Wardens to enforce statutes for regulation of licensing, ownership, and animal control. Warns owners and issues citations for animal violations pursuant to the Ohio Revised Code.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

I. General care for all animals housed at The Humane Society, including (but not limited to) cleaning, feeding, watering, and some medical care. Enforces statutes for regulation of licensing, ownership and animal control; warns owners and issues citations for animal violations pursuant to the Ohio Revised Code. Greets customers and assists them with Adoption of animals; licensing and charging of impounding fees. Maintains daily logs, and takes phone calls. Maintains good public relations. Advises public regarding redemption, relinquishing and adoption of animals. Destroys and disposes of animals. Conducts investigations of dog bite cases in conjunction with health department and monitors home quarantine for bite animals. Responds to animal complaint calls, seizes and impounds stray animals as required. Investigates and takes appropriate action to prevent inhumane treatment of animals. Issues citations to those in violation of Ohio Revised Code. Educate the public on Ohio Revised Code, health and well-being of animals, and safety. Maintains clean vehicles.

II. Performs other duties as assigned.

REQUIREMENTS

- Must possess a high school diploma, or equivalent.
- Must be able to lift approximately 50 pounds, including dogs, and handle the physical demands of the job, including but not limited to, giving chase and capture of animals.
- Must possess an Ohio Driver's License, or equivalent, and have an acceptable driving record.
- Must be legally able to carry a firearm, and pass a proficiency test with a firearm.
- Possess social skills necessary to deal with the public, law enforcement and government officials and be effective in conflict resolution and management.
- Detail-oriented, completion of paperwork, citations, reports, etc.
- Availability off hours/weekends, with little to no warning, for emergencies.
- Effective oral and written communication skills with staff and the public.
- Ability to work alone or in a team environment.
- Applicants must pass drug screening and background check.
- Experience preferred, will train.

The Humane Society and the Board of Clark County Commissioners are equal opportunity employers.



EMPLOYMENT APPLICATION

PERSONAL INFORMATION

Date _____

Name _____ Social Security Number _____
LAST FIRST MIDDLE

Address _____
STREET CITY STATE ZIP

Phone _____ Are You 18 years of age or older? Yes No

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? Yes No

EMPLOYMENT DESIRED

Position _____ Start date: _____ Salary Desired: _____

Are You Employed Now? Yes No If so, may we contact your present employer? Yes No

How did you learn about the job? _____

EDUCATION	Name of School	No. of years attended	Did you Graduate?
Grammar School			
High School			
College			
Trade, Business or Correspondence School			

GENERAL INFORMATION ABOUT YOU

Do you have any special skills?

What activities are you involved in? (Civic, Athletic, etc.)

Do you have a valid Ohio's Driver's License?

This facility *does* euthanize animals. Is this something you are comfortable with?

Have you ever been convicted of a crime greater than a misdemeanor? If so, please explain.

Is there anything else you'd like to tell us about yourself?

FORMER EMPLOYERS (LIST BELOW THE LAST THREE EMPLOYERS)				
EMPLOYED	NAME OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM:				
TO:				
FROM:				
TO:				
FROM:				
TO:				

Which one on these jobs did you like the most?

What did you like the most about this job?

REFERENCES: GIVE THE NAMES OF THREE PEOPLE, NOT RELATED TO YOU, WHOM YOU HAVE KNOWN FOR AT LEAST ONE YEAR.			
NAME	ADDRESS	BUSINESS	YEARS KNOWN

EMERGENCY NOTIFICATION: IN CASE OF AN EMERGENCY, NOTIFY:

NAME	ADDRESS	PHONE NUMBER

I CERTIFY THAT ALL INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM IN CONSIDERATION OF EMPLOYMENT, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.

IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MINE OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE AT ANY TIME BY THE COMPANY. I UNDERSTAND NO COMPANY REPRESENTATIVE, OTHER THAN THE EXECUTIVE DIRECTOR, AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE EXECUTIVE DIRECTOR, HAS THE AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING. I UNDERSTAND THAT EMPLOYMENT MAY REQUIRE A BACKGROUND CHECK, MOTOR VEHICLE RECORD CHECK, PHYSICAL AND A DRUG SCREENING, AND I GIVE THE HUMANE SOCIETY SERVING CLARK COUNTY, INC PERMISSION TO DO SO.

DATE: _____

SIGNATURE: _____

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