

# Doggy Depot Inc.

## EMPLOYMENT APPLICATION

Rev.12/2004

**Instructions:** Complete section one and attach resume and/or complete remainder of application. **Questions?** Call us at: (701) 236-3647.  
**Mail application to: The Doggy Depot, Human Resources, 3224 8<sup>th</sup> St. So., Moorhead, MN 56560, Or fax application to: (866) 212-0082. Email applications to: info@fmdoggydepot.com**

### SECTION 1 – REQUIRED INFORMATION

Job Title \_\_\_\_\_  
Name \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_  
Home \_\_\_\_\_ Office \_\_\_\_\_

Are you under age 18?  Yes  No

Have you ever been convicted of or pled guilty or nolo contendere/no contest to any felony?  Yes  No

If yes, please explain: \_\_\_\_\_

Note: A conviction will not automatically disqualify an applicant. The employer will consider the type and seriousness of the crime, the frequency of violations, the applicant's age at the time of conviction, and the date of conviction or time elapsed since the conviction or completion of any jail sentence in addition to other job-related criteria.

**Veterans:** Check this box if you wish to claim veteran's preference  Attach DD-214 and current VA disability certification (if applicable).

List place of residence if different from mailing address: \_\_\_\_\_

May we contact your current employer regarding your qualifications prior to making an offer of employment to you?  Yes  No

### PROFESSIONAL REFERENCES – PLEASE INCLUDE NAME, ADDRESS, AND TELEPHONE NUMBER:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

By submitting this application, you are certifying that the information is true, correct, and complete to the best of your knowledge and belief. A false or misleading statement or intentional omission of relevant information is cause for disciplinary action, including termination of employment.

### SECTION 2 – EDUCATION

Do you possess a high school diploma or GED?  Yes  No

Name and address of Post-Secondary School: \_\_\_\_\_

Dates Attended \_\_\_\_\_ to \_\_\_\_\_ Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Did you graduate?  Yes  No Type of degree \_\_\_\_\_

Name and address of Post-Secondary School: \_\_\_\_\_

Dates Attended \_\_\_\_\_ to \_\_\_\_\_ Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Did you graduate?  Yes  No Type of degree \_\_\_\_\_

List all relevant licenses, certificates, or registrations you possess (include expiration date, license number, and issuing state). Also, identify any other educational experiences that may be relevant to the position for which you are applying.

**SECTION 3 – WORK HISTORY**

- If all requested information is included on an attached resume, you do not need to complete this section.
- Begin with your current or most recent position and work backwards; attach additional pages if necessary.
- Include all paid experience; you may include non-paid experience if you feel it may be pertinent to this position.

Job Title _____	Dates: From _____ To _____
Employer _____	City/State _____
Supervisor's Name/Title _____	Phone _____
Reason for leaving _____	Final Salary _____
Duties performed and knowledge or skills gained from this experience	

  

Job Title _____	Dates: From _____ To _____
Employer _____	City/State _____
Supervisor's Name/Title _____	Phone _____
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Duties performed and knowledge or skills gained from this experience	

  

Job Title _____	Dates: From _____ To _____
Employer _____	City/State _____
Supervisor's Name/Title _____	Phone _____
Reason for leaving _____	Final Salary _____
Duties performed and knowledge or skills gained from this experience	

**SECTION 4 – OTHER KNOWLEDGE, SKILLS AND ABILITIES**

Summarize any other knowledge, skills, or qualifications that may be relevant to the position.