

# CLAY COUNTY ANIMAL RESCUE & EDUCATION CENTER

## CCARE Job Application

🐾 Dog lovers wanted! 🐾 We are always looking for qualified candidates to add to our growing team! If you are interested, please complete the application below. Job descriptions are linked below and available on our website. A resume is required for the Executive Director position.

*You will be notified whether or not we wish to pursue your application with 5-10 business days. If you are selected to continue to the interview process, our Board President will be in contact with you to schedule an in-person interview at your convenience.*

**\* Required**

Full Name\*

\_\_\_\_\_

*First and last name*

Your Present Address\*

\_\_\_\_\_

*Street address*

*city*

*state*

*zip*

Email\*

Phone number\*

Are you 16 years of age or older?\*

\_\_\_\_ Yes \_\_\_\_ No

What is the highest level of education you received? Select all that are applicable.\*

	Currently Attending	Attended, Did Not Graduate	Graduated	N/A
High School	_____	_____	_____	_____
Trade School	_____	_____	_____	_____
College (2 yr.)	_____	_____	_____	_____
College (4 yr.)	_____	_____	_____	_____

If you received or are receiving education past high school, please list the school, your area(s) of study and any certificates or degrees earned. \_\_\_\_\_

Are you currently employed? If so, please state the company name and your role there. If not applicable, please write N/A.\* \_\_\_\_\_

109 South 4<sup>th</sup> Street  
Clay Center, KS 67432



PHONE

785.777.2522

EMAIL

ccareshelter@gmail.com

WEB SITE

www.ccareinc.org

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## CCARE Job Application (continued)

Please list your previous employment, the past 1-2 jobs prior to the one you have now. State the company name and your role there. If not applicable, please write *N/A*.\*

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May we contact your current employer? \* ☐ Yes ☐ No

### CCARE Roles & Relevant Experience

Which CCARE position(s) are you interested in?\*

- ☐ Executive Director (oversee all daily business operations)
- ☐ Lead Animal Welfare Associate (work directly with dogs to improve shelter outcomes)
- ☐ Animal Welfare Associate (cleaning and maintaining the kennels, administering food and medication, walking dogs, grooming, and bathing)
- ☐ Other: \_\_\_\_\_

Are you interested in Full-Time or Part-Time Employment? Part-time hours can be fairly flexible, if selected for an interview, we will discuss your availability.\*

☐ Full-Time ☐ Part-Time ☐ I'm open to anything, full-time or part-time

What experience do you have that you feel makes you a great fit for the selected position(s)?\* \_\_\_\_\_

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Do you have a desired pay scale? If so, please list here.\* \_\_\_\_\_

Please list 2-3 references, which are people who are not related to you, who have known you for at least one year. \*

Name and contact number for each reference is required, but you are welcome to list any other relevant information.

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

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What is the ideal start date for you? \* \_\_\_\_\_

## AGREEMENT & AUTHORIZATION\*

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by CCARE.

I understand that any employment is conditioned on a background check. I authorize CCARE to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to CCARE, without giving me prior notice of such disclosure. In addition, I release CCARE, any former employer and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that If I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or CCARE. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon CCARE unless made in writing by an authorized CCARE representative.

If I am offered employment I agree to submit to a medical examination and drug test, if required, before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by CCARE and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to CCARE the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test, if required, and if I am hired a condition of my employment will be that I abide by CCARE's Drug and Alcohol Policy.

I understand that acceptance of this form does not indicate there is a position open and does not obligate CCARE to hire. If hired, I agree to abide by all Company work rules, policies and procedures. CCARE retains the right to revise its policies or procedures, in whole or in part, at any time.

**Please agree to these statements by writing/signing your name below.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

RESUME: After submitting your application, you may attach your resume or email your resume to [execdirector.ccareshelter@gmail.com](mailto:execdirector.ccareshelter@gmail.com). This is **required** for the Director position, but **optional** for all other positions.

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