



# MINER INSTITUTE

1034 MINER FARM RD, P.O. BOX 90, CHAZY NY 12921

WWW.WHMINER.ORG



## APPLICATION FOR EMPLOYMENT

IMPORTANT: Print or type answers to every question. All information on this application will be treated confidentially.

**Miner Institute is an equal opportunity employer. In accordance with federal and state law, all applicants will be considered without regard to race, color, religion, sex, age, marital status, national origin, disability, military status, domestic violence victim status, predisposing genetic characteristics, sexual orientation or any other basis protected by law.**

### PERSONAL DATA

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Date \_\_\_\_\_

Present Address (Street and Number) \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

(City, State, and Zip Code) \_\_\_\_\_ How long at this address? \_\_\_\_\_

Previous Address (Street and Number) \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

(City, State, and Zip Code) \_\_\_\_\_ How long at this address? \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A CRIME (EXCEPT MINOR TRAFFIC VIOLATIONS), INCLUDING, BUT NOT LIMITED TO, OFFENSES RELATED TO ANIMAL CRUELTY OR ANIMAL WELFARE? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please attach summary of details, including the date and nature of the offense. Disclosure of a criminal record does not automatically disqualify you from employment consideration. Factors such as the date, seriousness and nature of the offense will be considered.

### EDUCATION

Schools Attended	Name and Address of School	Graduated (Yes or No)	Degree or Type of Diploma	Major Course of Study
High School				
College or University				
College or University				
Graduate School				
Business or Technical				

### WORK INTEREST

Position Applied For	Minimum Salary	Type of Employment Desired <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	Earliest Available Date:
Do you have the legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No    If not, can you provide proof regarding your eligibility to work? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever filed an application with Miner Institute before? <input type="checkbox"/> Yes <input type="checkbox"/> No    When? _____			
Have you ever worked for the Miner Institute before? <input type="checkbox"/> Yes <input type="checkbox"/> No    When? _____			
If required as a job duty, are you able to travel on business? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Briefly state the reasons you are interested in employment with Miner Institute:			
List friends or relatives currently employed by Miner Institute:			
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No			
May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

### EMPLOYMENT HISTORY

List all previous work experience. Begin with your present or last position. Please add additional pages if necessary.

From Mo./Yr.	To Mo./Yr.	Employer, Address, and Telephone Number	Salary/Wage	Job Title/Description of Work Performed	Reason for Leaving

Please explain any gaps in employment. \_\_\_\_\_

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**MILITARY SERVICE**

Please list any service in the U.S. military, including the branch, your grade or rank, the nature of your duty and/or training, your present status and/or circumstances of your discharge.

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**SPECIALIZED TRAINING**

Please describe any specialized training, apprenticeship, or job-related skills or qualifications that you feel may be relevant to the consideration of your application.

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**REFERENCES**

Do not include family members.

	<u>Name</u>	<u>Phone #</u>	<u>Occupation</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

**TERMS OF EMPLOYMENT**

I, the undersigned, state that all information given by me in this application is true and complete to the best of my knowledge. I authorize Miner Institute to investigate all of the statements and answers provided by me in this employment application and to contact any references given by me. Should I be employed by Miner Institute, I agree that:

- My employment shall be in accordance with the terms of this application and with Miner Institute's policies, which may be modified at any time by Miner Institute, including, but not limited to, those related to animal care.
- I understand that, if offered employment with Miner Institute, my employment will be at-will, meaning that I may be terminated or I may resign at any time, with or without notice, with or without cause. I further acknowledge and agree that no documents of Miner Institute shall constitute a contract of employment. The policy set forth in this paragraph may be modified only by written agreement signed by me and by an officer of Miner Institute.
- I understand that if offered a position with Miner Institute, I may be required to submit to a pre-employment medical examination, reference checks, and background check as a condition of employment. I understand that unsatisfactory results from, or refusal to cooperate with the results of such tests and checks will result in the withdrawal of any employment offer or termination of employment if already employed.
- I agree not to disclose any of Miner Institute's trade secrets or other confidential or restricted information and not to make use of such trade secrets or confidential or restricted information in any fashion during employment or at any time after my employment with Miner Institute is terminated.
- I agree not to videotape, record, take photos or create any moving or still images of Miner Institute, its operations, or its animals unless I have the signed written authorization from an officer of Miner Institute. I also agree not to bring cameras, camera phones, video recorders, digital recorders or any

other similar equipment of any kind that will capture or create still or moving images on Miner Institute property without written authorization. The Institute shall approve in writing any images in any media depicting or otherwise relating to Miner Institute, its animals or operations prior to their dissemination even if written authorization is granted.

- I authorize and release any and all former employers, companies, schools, references and other individuals contacted in connection with this application to give any information regarding my employment or background to Miner Institute and/or any of its representatives/agents. I hereby release and hold harmless Miner Institute and its agents, owners, and representatives and any individuals or entities that shall provide information to Miner Institute from and against any and all liability for any damage that may result from the content, validity or handling of the information and/or reports provided in connection with my employment application.

**FALSIFICATION, MISREPRESENTATION, OR OMISSION OF INFORMATION ON THIS APPLICATION WILL RESULT IN THE WITHDRAWAL OF ANY OFFER OF EMPLOYMENT AND SHALL BE GROUNDS FOR IMMEDIATE TERMINATION IF DISCOVERED AT ANY TIME SUBSEQUENT TO BECOMING EMPLOYED BY MINER INSTITUTE.**

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Signature of Applicant

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Date

**WE APPRECIATE YOUR INTEREST IN MINER INSTITUTE AND THE TIME YOU HAVE TAKEN TO PREPARE THIS APPLICATION.**

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**Human Resources Use Only:**

Date of Interview: \_\_\_\_\_ Date of Offer: \_\_\_\_\_

Start Date: \_\_\_\_\_ Department: \_\_\_\_\_

Wage Rate: \_\_\_\_\_