

# Application for Employment



www.thebigbadwoof.com

## PLEASE READ BEFORE COMPLETING THIS APPLICATION

Thank you for your interest in employment with The Big Bad Woof. To be considered for employment, you must complete an application. Your completed application will be reviewed carefully; but the receipt does not imply that you will be employed nor will it become an employment agreement. Submission of a personal resume does not preclude the requirement of completing an application for employment. Regardless as to whether or not a resume is submitted, the Application for Employment must be completed in its entirety.

## EQUAL EMPLOYMENT OPPORTUNITY

*The Big Bad Woof does not discriminate on the basis of race, color, national origin, age, sex, gender, marital status, disability, sexual orientation, religion, family status, filing of a worker's compensation claim, or any other legally protected status. It is our intention that all applicants be given equal opportunity and that selection decisions are based on job related factors only.*

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Indicate the store location you are applying for:

- Hyattsville – 5501 Baltimore Ave., Hyattsville, MD 20781
- Takoma Park – 117 Carroll St., NW, Washington, DC 20012

### ***Please send application to:***

BBWoof Inc.  
PO Box 5633  
Takoma Park, MD 20913  
Fax: 202.595.1277  
Email: [employment@thebigbadwoof.com](mailto:employment@thebigbadwoof.com)

## **PERSONAL INFORMATION**

Position Applied For: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

## **EMPLOYMENT INFORMATION**

Do you have any friends or relatives employed by The Big Bad Woof?  Yes  No

If so please list names: \_\_\_\_\_

How did you hear about this position? \_\_\_\_\_

Are you 18 years or older? (If under 18, hire is subject to verification that you are of minimum legal working age.)

Yes  No

If hired, can you present proof of U.S. citizenship or proof of your legal right to work in the U.S.?

Yes  No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodations?  Yes  No

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)?

Yes  No

If yes, please state the nature of the offense(s), when and where convicted, and the disposition of the case. \_\_\_\_\_

*(Note: No applicant will be denied employment solely on the grounds of a conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)*

### Education & Training

Education Level	Name	City, State	Course of Study	Graduate?	
High School				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Business/Trade School				<input type="checkbox"/> Yes	<input type="checkbox"/> No
College/University				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Graduate School				<input type="checkbox"/> Yes	<input type="checkbox"/> No

List additional training and special skills: \_\_\_\_\_

List registrations, certifications and licenses held: \_\_\_\_\_

## Employment History

List all present and past employment starting with the most recent employer (last 5 years). Account for all periods of unemployment. **YOU MUST COMPLETE THIS SECTION EVEN IF ATTACHING A RESUME.**

Employer	Dates of Employment		Duties Performed
	From	To	
Address			
Telephone	Job Title		
Supervisor	Reason for Leaving	May We Contact: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer	Dates of Employment		Duties Performed
	From	To	
Address			
Telephone	Job Title		
Supervisor	Reason for Leaving	May We Contact: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer	Dates of Employment		Duties Performed
	From	To	
Address			
Telephone	Job Title		
Supervisor	Reason for Leaving	May We Contact: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Explain any time between jobs: \_\_\_\_\_

## **Employment References**

List 3 persons, not related to you, who have knowledge of your work performance with the last 3 years.

<b>Name</b>	<b>Phone</b>	<b>Email</b>	<b>Occupation</b>	<b>No. of Years Acquainted</b>

### **Please read carefully. Initial each paragraph and sign below:**

\_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that if I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ I hereby authorize *The Big Bad Woof* to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to *The Big Bad Woof* any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release *The Big Bad Woof*, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_ I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and *The Big Bad Woof* may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of *The Big Bad Woof*.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment at The Big Bad Woof under these conditions.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_