



CANINE COMPANIONS  
FOR INDEPENDENCE®

## CANINE COMPANIONS FOR INDEPENDENCE – APPLICATION FOR EMPLOYMENT

Position Applying For: \_\_\_\_\_

Job Location: \_\_\_\_\_

### PERSONAL INFORMATION

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

*First*

*Middle*

*Last*

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

*Country*

*Street Address*

\_\_\_\_\_

*City*

*State*

*Zip*

Phone: \_\_\_\_\_

*Primary*

*Secondary*

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

**Referral Source** (check all that apply):

Company Career Website    Company Recruiter    Employee Referral    Indeed  
 Internet Career Website    Job Fair    LinkedIn    Glassdoor  
 Other: \_\_\_\_\_    Referral Name: \_\_\_\_\_

### EDUCATION ENTRY

**Institution Type** (check one):  High School    University    Graduate School

**Institution:** \_\_\_\_\_

*Name*

*Country*

\_\_\_\_\_

*City*

*State*

**Graduated?**  Yes    No

**Degree:** \_\_\_\_\_ **Major:** \_\_\_\_\_ **Minor:** \_\_\_\_\_

*Please attach additional Education Entries as needed*

### EMPLOYMENT ENTRY

**Employer 1:** \_\_\_\_\_

*Company Name*

*Street Address*

*Country*

\_\_\_\_\_

*City*

*State*

*Zip*

**Current Employer?**  Yes    No

\_\_\_\_\_

*Job Title*

*Supervisor Name*

**Job Duties:** \_\_\_\_\_

**Dates Employed:** \_\_\_\_\_ **Reason for Leaving:** \_\_\_\_\_

*Start*

*End*

**Employer 2:** \_\_\_\_\_  
Company Name Street Address Country  
\_\_\_\_\_  
City State Zip  
\_\_\_\_\_  
Job Title Supervisor Name **Current Employer?** \_\_\_ Yes \_\_\_ No

**Job Duties:** \_\_\_\_\_  
**Dates Employed:** \_\_\_\_\_ **Reason for Leaving:** \_\_\_\_\_  
Start End

**Employer 3:** \_\_\_\_\_  
Company Name Street Address Country  
\_\_\_\_\_  
City State Zip  
\_\_\_\_\_  
Job Title Supervisor Name **Current Employer?** \_\_\_ Yes \_\_\_ No

**Job Duties:** \_\_\_\_\_  
**Dates Employed:** \_\_\_\_\_ **Reason for Leaving:** \_\_\_\_\_  
Start End

### REFERENCE ENTRY

**Reference 1:** \_\_\_\_\_  
First Name Last Name  
\_\_\_\_\_  
Company Name Title Relationship  
\_\_\_\_\_  
Phone Number Email Time Known For

**Can we contact?** \_\_\_ Yes \_\_\_ No

**Reference 2:** \_\_\_\_\_  
First Name Last Name  
\_\_\_\_\_  
Company Name Title Relationship  
\_\_\_\_\_  
Phone Number Email Time Known For

**Can we contact?** \_\_\_ Yes \_\_\_ No

**Reference 3:** \_\_\_\_\_  
First Name Last Name  
\_\_\_\_\_  
Company Name Title Relationship  
\_\_\_\_\_  
Phone Number Email Time Known For

**Can we contact?** \_\_\_ Yes \_\_\_ No

### QUESTIONS

1. Are you at years of age or older? \_\_\_ Yes \_\_\_ No
2. If this job requires, do you have a valid drivers' license? \_\_\_ Yes \_\_\_ No

3. Can you perform the essential functions of this job with or without accommodations?  
 Yes  No
4. When are you available to work? (check all that apply):  
 Full-time       Part-time       Temporary       On-call  
 Weekends       Overtime       Overnight
5. If hired, can you provide proof of your legal right to live and work in the United States?  
 Yes  No
6. Are you willing to relocate?  Yes  No
7. If selected, when are you available to start working at Canine Companions? \_\_\_\_\_
8. Desired salary: \_\_\_\_\_
9. Describe specialized training, apprenticeships, skills or research: \_\_\_\_\_  
 \_\_\_\_\_
10. List current certifications and/or professional licenses, if any, and where registered:  
 \_\_\_\_\_
11. Please indicate any language skills, other than English, below. *Please indicate if you know how to read, speak, understand and can write the language:* \_\_\_\_\_  
 \_\_\_\_\_

**ACKNOWLEDGEMENT**

*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 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 authorize Canine Companions for Independence, Inc. or its designated agents to contact my references and to investigate my past employment, credit history, education credentials, Department of Motor Vehicles driving record, and other employment-related activities, without giving me prior notice of such disclosure. I agree to cooperate in such investigations and release those parties supplying such information to Canine Companions for Independence, Inc. from all liability or responsibility with respect to information supplied to Canine Companions for Independence, Inc.*

*In compliance with federal law, I understand that if hired, I will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.*

*I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and Canine Companions for Independence, Inc. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the Canine Companions for Independence, Inc.'s designated representative.*

*If employed by Canine Companions for Independence, Inc., I agree to abide by the rules, policies and procedures of Canine Companions for Independence, Inc. and subsequent rules, policies and procedures that may become effective after employment. I understand that my initial and continued employment may be contingent upon the successful completion of a medical examination and background, and such examination may include drug and alcohol screening. I understand that Canine Companions for Independence, Inc. believes strongly in a drug-free work environment and agree to abide by the drug and alcohol policies of Canine Companions for Independence, Inc. during the time of my employment.*

*Should a search of public records be conducted by internal personnel employed by Canine Companions for Independence, Inc., I am entitled to copies of any such public records obtained by the Company unless I mark the check box below. If I am not hired because of such information, I am entitled to a copy of any such records even though I have checked the box below. "Public records" are defined by California state law and means records documenting an "arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment." (Civil Code*

section 1786.53) Any public records request conducted by internal personnel employed by the Company will only be used to the extent allowed by federal, state, or local law.

*I acknowledge that I have received, read and sought clarification of any questions I have about the contents of this job description. I further understand that Canine Companions for Independence has the right to revise this job description at any time. The job description is not a contract for employment and my employer or I may terminate employment at any time, for any reason.*

*Canine Companions for Independence, Inc. retains the right to verify all information provided by me. In the process of such verification, I fully authorize Canine Companions for Independence, Inc. to contact any person, school, organization, or employer listed to disclose all information necessary to verify information or statements. I release all persons who disclose such information from any liability or damages to me or anyone acting in my name. I waive any written notice of the release of such information that may be required by any state or federal law. Any falsification, misrepresentation, or omission, whenever discovered, shall be considered legitimate and sufficient grounds for dismissal. If hired, my employment with Canine Companions for Independence, Inc. is at-will. This means that I may terminate my employment at any time. Similarly, the company may terminate my employment at any time, with or without cause.*

*Canine Companions for Independence is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. Canine Companions for Independence is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact [hr@cci.org](mailto:hr@cci.org).*

\_\_\_\_ I hereby acknowledge that I have read the above disclosure statement and understand it.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## SUBMITTING YOUR APPLICATION

Please submit your application, resume, and (optional) supplemental documents to:

**Email:** [hr@cci.org](mailto:hr@cci.org)

**Fax:** 707-566-4866

**Mail:**

Human Resources Recruiter  
2965 Dutton Avenue  
Santa Rosa, CA 95407