



White County

**Kennel Tech
Animal Control
Part Time Position**

Open Until Filled

Application Package

Open Until Filled

Contains:

- **Application for Employment ***
- **Background Investigation Consent Form ***
- **Job Description**

****Complete Entirely and Return to Human Resources***

White County Government
1235 Helen Hwy
Cleveland, Georgia 30528

Telephone: (706) 865-2235
Fax: (706) 865-1324

Internet Address: www.whitecounty.net

APPLICATION FOR EMPLOYMENT

Position or Job Title Applied For: _____

• Human Resources Department, White County Administrative Building, 1235 Helen Hwy Cleveland, Georgia •

We consider applicants for all positions without regard to race, color, sex, religion, national origin, age, marital or veteran status, the presence of a disability or any other legally protected status.

Personal Data

Last Name First (given) Middle Other name(s) under which you have been employed

Address: Street Apt # City State Zip Code

E-mail Address _____

Telephone: _____

Cell _____

Residence _____

Social Security Number _____

WILL YOU ACCEPT: Temporary Work? Part-Time Work? Shift Work? Weekend/Holiday?

What is the minimum salary you will accept for this position? _____

Are you 18 years old or older? _____ Are you eligible to work in the United States either because you are a U. S. citizen or have U.S. government permission to do so? No Yes

NOTE: If offered employment you will be required to provide documentation to verify employment eligibility. Failure to provide the requested documentation may result in a determination that the applicant is ineligible for employment in the United States.

Have you ever worked for us before? No Yes If yes, when and where? _____

Give name, relationship, & department of any relatives currently employed with White County Government _____

Are you able to perform the job duties listed for the position *you* are applying for without an accommodation?

Yes No If no, what accommodation is needed? _____

If required by this position, do you have a valid driver's license? No Yes

License # _____ Type _____ State _____

Have you had any traffic violations in the past 3 years? No Yes If yes, type of offense and dates: _____

Have you ever been convicted of an offense against the law or are you now under charges for any offense against the law? (Omit non-moving traffic violations and any offense which was finally adjudicated in a Juvenile Court or under a Youth Offender Law).

NO Yes If Yes, give complete details: (Date, Place, Charges, Disposition) _____

NOTE: A conviction will not necessarily bar you from employment. Each conviction will be judged on its own merits with respect to time, circumstances and seriousness.

"We are an Equal Opportunity Employer"

EDUCATION

Do you have a high school diploma or its equivalent (G.E.D./USAFI Certificate)? NO YES

If yes, please list the name and address of the high school or state authority issuing the diploma or certificate.

Please complete the following section for post-secondary education (Technical Schools/Colleges/Universities):

Name of School	City	State	Hours Earned		Major	Degree	Date Received
			Quarter	Semester			

Describe any specialized training, apprenticeship, skills, and extra-curricular activities. Include office equipment, computer skills, foreign language skills, and special honors that may relate to the position for which you are applying.

REFERENCES - Give names, addresses, and telephone numbers of three (3) references who are not related to you and are not previous employers.

1. _____
 Name Phone #

Address: Street Apt # City State Zip Code

2. _____
 Name Phone #

Address: Street Apt # City State Zip Code

3. _____
 Name Phone #

Address: Street Apt # City State Zip Code

Work History

Describe your work history **beginning with your current or most recent job**. Include military and volunteer experience. Failure to give complete information regarding each job held may result in your disqualification. Complete addresses with zip codes and telephone numbers for all employers are necessary. Have you ever been disciplined, fired, or asked to resign from any job? No Yes If yes, why? _____

Company Name: _____ Telephone: _____

Address: _____ Employment Dates:

_____ From _____ to _____

Name of Supervisor: _____ Annual Salary: _____

Position Held: _____ Reason for Leaving: _____

Describe Your Duties: _____

Company Name: _____ Telephone: _____

Address: _____ Employment Dates:

_____ From _____ to _____

Name of Supervisor: _____ Annual Salary: _____

Position Held: _____ Reason for Leaving: _____

Describe Your Duties: _____

Company Name: _____ Telephone: _____

Address: _____ Employment Dates:

_____ From _____ to _____

Name of Supervisor: _____ Annual Salary: _____

Position Held: _____ Reason for Leaving: _____

Describe Your Duties: _____

A resume may be attached only as additional information and will not be accepted in lieu of completing this section.

(Please duplicate this page if needed)

Applicant's Certification and Agreement

Authorization to Release Information

Conditions of Employment

I hereby declare the information provided by me in this application is true and complete, and I understand that misrepresentations, omissions of facts, or falsification of this information are grounds for refusal to hire, or if hired, termination.

I authorize any persons or organizations to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability for any damage which may result from furnishing such information to you.

I authorize you to request, receive, and verify all information given in this application.

If I am employed by the White County Government, I agree to conform to the policies, rules and regulations of the government set forth in the White County Government's Personnel System, employee handbook, policies, and ordinances; and acknowledge that these policies, rules, and regulations may be changed, interpreted, withdrawn, or added to by the employer at any time, at the employer's sole option.

I further acknowledge that if I become employed with White County Government, my employment will be at-will and may be terminated with or without cause at any time by me or by the employer.

If required by White County Government for the position I am applying, I consent to undergo a physical examination, after I have been offered employment, as deemed necessary.

THIS APPLICATION WILL REMAIN ACTIVE FOR SIXTY (60) DAYS ONLY UNLESS RENEWED PERSONALLY BY ME IN WRITING.

May we contact your present employer? No Yes Presently not employed

You must sign the "Authorization to Release Information" form to enable us to contact prior employers, even though we may not contact your present employer.

Date: _____ Signature: _____

****White County Government is a Drug Free Workplace**
Alcohol and Controlled Substance Testing**

As a condition of employment with White County Government , you will be required to submit to an alcohol and controlled substance screening test. In order to be employed by the White County Government, you must successfully pass this screening test. Candidates rejected for failing to pass the required screening will be required to wait at least 12 months before reapplying for employment. Employees must, as a condition of employment, abide by the White County Substance Abuse / Drug Testing Policy. Employees who are indicted for, or convicted of, a controlled substance related violation under state or federal law, or who plead guilty or no contest to such charges must inform their Supervisor or Human Resources in writing within five days of the conviction or plead (this is a requirement of the Drug Free Workplace Act of 1988). **Should you be offered a job with White County Government, your position will be subject to post accident and reasonable suspicion testing. All safety sensitive positions will be subject to random drug and alcohol testing. These requirements are in accordance with the County's Substance Policy.**

By signing this form, you are acknowledging that you consent to such an examination and screening test.

Date: _____ Signature: _____

CONFIDENTIAL

WHITE COUNTY GOVERNMENT
HUMAN RESOURCES DEPARTMENT

It is the policy of the White County Government to ensure equal opportunity in employment and promotion. This policy will be administered without regard to race, religion, color, national origin, marital or veteran status, sex, age, or disability.

For equal employment opportunity (EEO) statistical data, we request *the* following information. All information will be considered strictly private and confidential and will be used for EEO purposes only. This form is not part of the application for employment. **Failure to complete this form will not affect your application for a position.**

Your cooperation is appreciated. If you prefer not to reply, leave this sheet blank.

If you have questions, please contact the Human Resources Department at 706-865-2235.

Position applied for: _____

Male _____ Female _____ Age _____

WITH WHICH ETHNIC GROUP DO YOU MOST IDENTIFY?

1. _____ Black - Not of Hispanic Origins.
2. _____ Caucasian - Includes origins in Europe, *North* Africa, Middle East; not Hispanic or East Indian.
3. _____ Hispanic - Includes origins of Mexican, Puerto Rican, Central American, South American or other Spanish cultures.
4. _____ American Indian/Alaskan Native
5. _____ Asian/Pacific Islander
6. _____ Other

REFERRAL SOURCE:

1. _____ Atlanta Journal
2. _____ Job Line
3. _____ Walk-In
4. _____ Job Posting Board
5. _____ Job Fair
6. _____ Friend or Relative
7. _____ Current Employee
8. _____ State Department of Labor
9. _____ Professional Journal
10. _____ Community Agency
11. _____ Other
12. _____ Employment Agency
13. _____ ACCG Website

White County Government Human Resources

Name Based Criminal History Record Information Consent / Inquiry Form

I hereby give consent for the **White County Sheriff's Office** to conduct an inquiry and receive any Georgia criminal history record information pertaining to me which may be contained in the files of any state or local criminal justice agency in Georgia.

Full Name (print):			
Address:			
Sex	Race	Date of Birth	Social Security Number

This authorization is valid for 90 days from the date of signature.

I, _____ give consent to the above to perform periodic criminal
(Print Name)
 history background checks for the duration of my employment with **White County Government**.

 Signature Date

Internal Use

Date of Inquiry: _____ Time of Inquiry: _____ Operator's Initials: _____
 Purpose Code Used: (check one)

<input type="checkbox"/>	Employment E - Provides <i>Georgia</i> Criminal History Record Information
<input type="checkbox"/>	Employment with Mentally Disabled (M) – Provides <i>Georgia</i> Criminal History Record Information
<input type="checkbox"/>	Employment with Elder Care (N) – Provides <i>Georgia</i> Criminal History Record Information
<input type="checkbox"/>	Employment with Children (W) – Provides <i>Georgia</i> Criminal History Record Information
<input type="checkbox"/>	Public Records (P) – Provides <i>Georgia Felony Convictions Only</i>

The inquiry resulted in the following: (check all that apply)

<input type="checkbox"/>	No Georgia CHRI results available.
<input type="checkbox"/>	Georgia CHRI attached / released.
<input type="checkbox"/>	No NCIC / GCIC Warrant results available.
<input type="checkbox"/>	Possible NCIC / GCIC Warrant. Contact Agency listed below.
Wanting Agency Name:	
Agency Telephone:	

 Agency Designee Signature and Title Date

WHITE COUNTY HUMAN RESOURCES DEPARTMENT
AUTHORIZATION TO OBTAIN MOTOR VEHICLE RECORD

I understand that driving a White County vehicle (or my own vehicle, as required) is a requirement of the position I am being considered for and that having and maintaining a satisfactory driving record is a condition of my employment. I hereby authorize the White County Human Resources Department, to obtain any information in my files pertaining to my driving record for the time period indicated below on an annual basis upon hire.

This release is executed with full knowledge and understanding that the information is for official use of the White County Human Resources Department for the purpose of employment or underwriting of insurance and will not be used for any other purpose.

Consent is granted for the White County Human Resources Department to furnish such information as described above to third parties in the course of fulfilling its official responsibilities.

Full Name: _____ Male Female
(Print)

Date of Birth: _____ Driver's License Number: _____ State Where Issued: _____

Driver's License Expiration Date: _____ Request: Three-year _____ Seven-Year _____

Signature: _____ Date: _____

***All applicants applying for positions requiring the operation of a county vehicle (or a personal vehicle, as required) must provide a satisfactory three year driving record upon notification.**

JOB TITLE: Kennel Technician

AC / 4

DEPARTMENT: Public Safety – Animal Services Division, White County

JOB SUMMARY:

Be responsible for the health and welfare of the animals in the County's care. The Kennel Technician is also responsible for cleaning, feeding, and watering of all animals at the Shelter. Works collaboratively with Animal Control Division Chief and other Animal Control personnel to achieve a clean and sanitary environment for the animals we house.

MAJOR DUTIES:

- Possesses a desire to develop and maximize their potential for the good of the shelter.
- Provides accurate information and friendly service to the public.
- Keeps abreast of animal welfare issues, and the new techniques, procedures, and equipment in use at our facility.
- Assumes responsibility for the humane care and treatment of the animals in our care, monitor the shelter animals for signs of disease, and report to appropriate supervisory personnel.
- Maintains animal records as required and review records on a regular basis to insure that accurate and timely information is available.
- Selects animals for adoption and euthanasia, with assistance of the Animal Control Division Chief and or Veterinarian when required.
- Keeps the kennel area and office area clean, which includes dog rooms, cat rooms, treatment room, restrooms, closets, storage rooms and also perform tasks such as sweeping, mopping, and emptying trash.
- Cleans, feeds, and waters all animals at the Shelter.
- Observes all safe handling and sanitation procedures.
- Performs related duties as required.

KNOWLEDGE REQUIRED BY THE POSITION:

- Ability to acquire extensive knowledge of County and state codes, resolutions, ordinances, policies and methods relative to animal control, and physical ability to enforce them, including ability to walk, run, bend, lift, drive a vehicle, and use required tools and equipment.
- Knowledge of terminology, principles and methods utilized in animal control and shelter operations.
- Ability to use independent judgment and discretion as necessary in routine and non-routine situations; ability to make calm and quick decisions in unique and emergency situations.
- Ability to communicate in a courteous manner in providing required assistance to the public.
- Ability to compile a variety of information in the preparation of reports.
- Knowledge of chemicals and drugs used in animal control in order to promote safe and efficient handling and use of such agents.
- Ability to prioritize work assignments and complete duties in a timely manner.
- Ability to learn and utilize new skills and information to improve job performance and efficiency
- Must have ability to establish and maintain effective working relationships with other employees and the general public.

SUPERVISORY CONTROLS: The Division Chief assigns work in terms of general instructions. The Supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include relevant local, state, and federal policies and procedures, county ordinances, Georgia Department of Agriculture rules and regulations, and departmental policies and procedures. These guidelines are generally clear and specific, but require some interpretation in application.

COMPLEXITY: Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. The work consists of related duties in animal care and kenneling, and euthanasia. The danger involved in working with wild, injured, sick/diseased animals contributes to the complexity of the work.

Kennel Technician, Animal Services Division

PERSONAL CONTACTS: Contacts are typically with co-workers, law enforcement officers, Department of Natural Resources rangers and personnel, Department of Agriculture personnel, magistrate court judges, Environmental Health Department agents, and the general public.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee must frequently lift light and heavy objects, distinguish between shades of color, and use tools and equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed in an office, animal shelter, and outdoors.

SCOPE AND EFFECT: purpose of this position is to supervise and maintain a safe, healthy facility for the animal we care for and the public that adopts from us. Successful performance helps ensure the safety of county citizens and other animals.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- Valid Georgia driver's license required with acceptable driving record.
- Must be able to work in extreme weather conditions including smoke, dust, heat, cold, wetness, etc.
- Completion of a high school course of study or its recognized equivalent, supplemented by some training and experience in animal control and shelter operations; or
- Any combination of education, training and experience which provided the necessary knowledge, skills and abilities.