



Citizens for Animal Protection

17555 Katy Freeway | Houston, TX 77094 | 281.497.0591 | cap4pets.org

Administrative Position — Employment Application

Please complete ALL sections. Incomplete applications may not receive full consideration.
Citizens for Animal Protection is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex, national origin, age, disability, or any other characteristic protected by applicable law.

1. POSITION INFORMATION

Position Applied For	Date Available
<input type="text"/>	<input type="text"/>

Desired Pay (salary or hourly rate)	Employment Type:
<input type="text"/>	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary

Days Available:

Mon
 Tue
 Wed
 Thu
 Fri
 Sat
 Sun

2. PERSONAL INFORMATION

Last Name	First Name	M.I.	Preferred Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Street Address	Apt / Unit #	City
<input type="text"/>	<input type="text"/>	<input type="text"/>

State	ZIP	Primary Phone	Alternate Phone	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Authorized to work in the U.S.?	Are you 18 years of age or older?	Previously employed at CAP?
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

If previously employed at CAP, please describe role and dates:

3. EDUCATION

School / Institution	City, State	Degree / Diploma	Field of Study	Year	Completed?
High School / GED					<input type="checkbox"/>
College / University					<input type="checkbox"/>
Graduate / Professional					<input type="checkbox"/>
Vocational / Certificate					<input type="checkbox"/>



Citizens for Animal Protection

17555 Katy Freeway | Houston, TX 77094 | 281.497.0591 | cap4pets.org

Administrative Position — Employment Application

4. EMPLOYMENT HISTORY (LIST MOST RECENT FIRST — ATTACH ADDITIONAL SHEET IF NEEDED)

Employer 1					
Employer Name	Your Job Title		Dates (From – To)		
City, State	Phone	Starting Pay	Ending Pay	May we contact?	
Supervisor Name & Title	Primary Responsibilities		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Employer 2					
Employer Name	Your Job Title		Dates (From – To)		
City, State	Phone	Starting Pay	Ending Pay	May we contact?	
Supervisor Name & Title	Primary Responsibilities		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Employer 3					
Employer Name	Your Job Title		Dates (From – To)		
City, State	Phone	Starting Pay	Ending Pay	May we contact?	
Supervisor Name & Title	Primary Responsibilities		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Reason for leaving most recent position:					

5. TECHNICAL SKILLS & SOFTWARE PROFICIENCIES

Rate your proficiency level for each item: B = Beginner I = Intermediate A = Advanced E = Expert

Microsoft Office Suite	B	I	A	E
Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accounting & Donor Software	B	I	A	E
QuickBooks Desktop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QuickBooks Online	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Raiser's Edge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blackbaud NXT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Design & Communications	B	I	A	E
Adobe Acrobat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Canva	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Productivity & Collaboration	B	I	A	E
Google Workspace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zoom / Teams Video	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DocuSign	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other software, platforms, or technical skills not listed above:

6. ADDITIONAL QUALIFICATIONS

Languages spoken, certifications, or professional memberships:



Citizens for Animal Protection

17555 Katy Freeway | Houston, TX 77094 | 281.497.0591 | cap4pets.org

Administrative Position — Employment Application

7. PROFESSIONAL REFERENCES (DO NOT LIST FAMILY MEMBERS OR CURRENT CAP STAFF)

Reference 1

Full Name	Relationship / Title	Organization
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone	Email Address	Years Known
<input type="text"/>	<input type="text"/>	<input type="text"/>

Reference 2

Full Name	Relationship / Title	Organization
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone	Email Address	Years Known
<input type="text"/>	<input type="text"/>	<input type="text"/>

8. SHORT ANSWER

Why are you interested in working for Citizens for Animal Protection, and how does our mission align with your professional goals?

Describe your experience supporting an office, administrative team, or nonprofit. What tools and systems did you rely on most?

9. VOLUNTARY SELF-IDENTIFICATION (OPTIONAL — DOES NOT AFFECT EMPLOYMENT DECISIONS)

This information is collected solely for EEO statistical reporting and will not be used in any employment decision.

Gender: Female Male Non-binary Prefer not to disclose

Veteran Status: Veteran Non-veteran Prefer not to disclose

Disability: Yes, I have a disability No Prefer not to disclose

10. CERTIFICATION & SIGNATURE

I certify that all information provided in this application is true, complete, and accurate to the best of my knowledge. I understand that any misrepresentation, falsification, or material omission may result in disqualification from consideration or, if employed, termination of employment. I authorize Citizens for Animal Protection to verify the information provided and to contact listed references, former employers, and educational institutions. I understand this application does not constitute a contract of employment and that employment with CAP is at-will.

Applicant Signature

Printed Name

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Thank you for your interest in joining the Citizens for Animal Protection team!

Submit completed applications to: employment@cap4pets.org | Questions? Call 281.497.0591