

# EMPLOYMENT APPLICATION

DATE: \_\_\_\_\_

**APPLICANT INFORMATION:**

NAME: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_

**APPLYING FOR:**

Full-time

Full-time, Temporary

Flexible Hours/On Call

Part-time

Part-time, Temporary

Weekends

**POSITION WANTED:**

Receptionist

Technician

Assistant

Kennel

Groomer

Other (specify) \_\_\_\_\_

**EDUCATIONAL BACKGROUND:**

High School

Graduated: Yes No GED

College

Graduated: Yes No GED

**QUALIFICATIONS/SKILLS:**

Clerical: Typing WPM \_\_\_\_\_

Shorthand WPM \_\_\_\_\_

Other \_\_\_\_\_

**WORK HISTORY:** (Begin with most recent) FILL OUT COMPLETELY EVEN IF YOU HAVE RESUME.

Employer: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

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

Duties: \_\_\_\_\_

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

May we call for reference? Yes No

Reason For Leaving: \_\_\_\_\_

Hrs/Wk \_\_\_\_\_

Employer: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

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

Duties: \_\_\_\_\_

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

May we call for reference? Yes No

Reason For Leaving: \_\_\_\_\_

Hrs/Wk \_\_\_\_\_

Employer: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

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

Duties: \_\_\_\_\_

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

May we call for reference? Yes No

Reason For Leaving: \_\_\_\_\_

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Employer: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

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

Duties: \_\_\_\_\_

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

May we call for reference? Yes No

Reason For Leaving: \_\_\_\_\_

Hrs/Wk \_\_\_\_\_

Employer: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

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

Duties: \_\_\_\_\_

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

May we call for reference? Yes No

Reason For Leaving: \_\_\_\_\_

Hrs/Wk \_\_\_\_\_

**REFERENCES:** Full Name Home or Business Address Phone Number Occupation

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## EMPLOYMENT APPLICATION QUESTIONNAIRE

Have you ever worked for a small animal veterinarian before?    Yes    No

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Do you enjoy meeting the public?    Yes    No

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Do you have your own personal vehicle?    Yes    No

Within the past 5 years, have you been convicted of a felony?    Yes    No

Within the past 2 years, have you been convicted of any misdemeanor?    Yes    No

Are you presently formally charged with committing any criminal offense?    Yes    No

If the answer is "Yes" to any of the above questions, furnish details of convictions, offense, location, date, and sentence.

Do you use drugs?    Yes    No

In the past 3 years, have you ever knowingly used any narcotic, amphetamines or barbiturates other than those prescribed to you by a physician?    Yes    No

If the answer is "Yes," furnish details.

Have you ever been discharged by an employer?    Yes    No

If so, give: Employer

Address

Reason for Discharge

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Do you own any pets?

Please List: 1.

2.

3.

4.

5.

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Would you have any difficulty lifting a 35-pound dog into a cage four feet off the floor?    Yes    No

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What salary & fringe benefits would you expect if you were hired?

What salary & fringe benefits would you expect after 1 year employment?

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Why do you want to work here?

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It is expected for all employees to assist in the kennel on holidays.

Do you expect to be out of town on any specific holidays?    Yes    No

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Are you willing to do your share of weekend pet care?    Yes    No

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Why should you be selected for the next available open position?

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CERTIFICATION STATEMENT:

THIS APPLICATION DOES NOT CONSTITUTE A WRITTEN EMPLOYMENT AGREEMENT.

IN THE EVENT THAT THE APPLICANT AGREES TO ACCEPT A POSITION WITH THE COMPANY, THE APPLICANT AGREES THAT THE EMPLOYMENT RELATIONSHIP BETWEEN THE COMPANY AND THE EMPLOYER IS AN AT-WILL RELATIONSHIP AND THAT THE EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT THE OPTION OF EITHER THE COMPANY OR THE EMPLOYEE.

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS CORRECT. IF THE COMPANY DETERMINES THAT ANY OF THE INFORMATION SUBMITTED IN THIS APPLICATION IS FALSE, I SHALL BE IMMEDIATELY DISQUALIFIED FROM CONSIDERATION FOR EMPLOYMENT AND/OR DISCHARGED FROM EMPLOYMENT IN ACCORDANCE WITH COMPANY POLICY.

I HEREBY GRANT PERMISSION TO THE COMPANY TO INVESTIGATE THE INFORMATION CONTAINED IN THIS APPLICATION, INCLUDING CONTACTING MY CURRENT AND PREVIOUS EMPLOYERS, AND RELEASE THE COMPANY AND ANY AGENTS OR OTHER PERSONS ACTING ON BEHALF OF THE COMPANY FROM ANY AND ALL LIABILITY RELATING TO ANY INVESTIGATION OF THE INFORMATION CONTAINED IN THIS APPLICATION.

I ALSO UNDERSTAND THAT THIS COMPANY DOES BACKGROUND CHECKS ON ALL NEW HIRES AND I GIVE MY CONSENT TO BE INVESTIGATED.

**Signature of Applicant**

**Date**