

Acosta Veterinary Hospital

We are a full service veterinary medical facility, located in Biloxi, Mississippi. Our professional and courteous staff strives to provide the best possible medical, surgical, and dental care for our highly valued patients. We strongly believe in the principles of responsible pet ownership, preventative healthcare, and health-related educational opportunities for our clients. We are pet owners and understand the special care that both sick and healthy animals deserve. Our goal is to keep our clients well informed of the latest health procedures and products available. Communicating with our clients is critical in caring for their pets, our patients.

Here at Acosta Veterinary Hospital, we are not only a veterinary hospital, but also a groomer, daycare, and boarding facility. We take pride in our clinic and boarding facilities, which is why they are maintained at such high standards. All the patients that stay in our facility are treated as if they are our own.

We open promptly at 7:30am every weekday, meaning you are expected to be on time, if not early, to provide the best customer service possible to each and every client and patient. Experience is not necessary; however, a genuine love of animals is a must. All employees must be able to handle dogs and cats of all sizes and breeds, without being afraid of them, or letting them control you. All employees must be in good physical condition, able to squat, stoop, bend, and lift, possibly for long periods of time. All employees must be willing and able to maintain the highest standards of cleanliness.

Acosta Veterinary Hospital offers excellence in veterinary care to the entire Mississippi Gulf Coast and surrounding areas. Please take a moment to learn more about our veterinary practice on our website (acostavethospital.com) after you have filled out your application. We look forward to meeting you soon.

Acosta Veterinary Hospital

Brief Job Descriptions

Receptionist duties include, but are not limited to:

- Answering phones and greeting clients
- Scheduling appointments and boarding reservations
- Checking-in and out patients and boarding
- Processing cash, credit, and check transactions
- Providing clients with basic information about preventatives and over-the-counter products
- Inputting new clients and patients in the computer and files
- Understanding basic medical terminology and vaccine protocols
- Maintaining a clean and organized working area

Veterinary Technician duties include, but are not limited to:

- Handling patients in exam and treatment rooms
- Determining vital signs
- Pulling blood and placing catheters
- Assisting the doctors in surgery
- Taking radiographs
- Charting properly in the computer and files
- Maintaining a clean and organized working area
- All receptionist and kennel technician duties

Kennel Technician duties include, but are not limited to:

- Feeding and watering all patients in the clinic
- Administering medications to some patients
- Exercising and monitoring pets
- Cleaning kennel, potty area, and yards everyday
- Bathing and brushing pets; clipping nails and cleaning ears
- Laundry, sweeping, mopping, dusting, and other daily chores
- Answering phones and using the computer software to perform basic functions

Grooming and Grooming Assistant duties include, but are not limited to:

- Professional grooming and bathing of dogs
- Booking appointments for grooming
- Maintaining a clean and organized working area
- Answering phones and using the computer software to perform basic functions

If any of these jobs sound right for you, please fill out the following application completely and we hope to see you soon! 😊

Acosta Veterinary Hospital

We are an Equal Opportunity Employer and fully subscribe to the principles of Equal Employment Opportunity. Applicants and/or employees are considered for hire, promotion, and job status, without regard to race, color, religion, creed, sex, marital status, national origin, age, physical, or mental disability.

Basic Information

Date of application _____

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone (____) _____ Email _____

Date of Birth ____/____/____ (MM/DD/YY) SSN _____

Where did you hear about our company/this job opening? _____

General Questions

For which position are you applying (Circle all that may apply):

Receptionist Veterinary Technician Kennel Technician Groomer/Groomer's Assistant

Desired Salary _____ /hr

For which type of work are you applying (Mark all that may apply):

Temporary Work (summer or holiday work) []
Regular Part-time Work []
Regular Full-time Work []

Availability:

Monday _____ Thursday _____

Tuesday _____ Friday _____

Wednesday _____ Sat/Sun _____

Are you willing to work Holidays? Y N

If no, please explain _____

When can you start work? _____/_____/_____ (MM/DD/YY)

Please explain any delays in starting work with us _____

Do you have reliable transportation? Y N

If no, please explain _____

Are you authorized to work in the United States of America? Y N

Have you ever been convicted of a felony or misdemeanor? Y N

If yes, please explain _____

****All applicants will be asked to undergo a background check before hiring****

Are you able to perform basic job functions of the position for which you are applying with or without reasonable accommodation? Y N

If no, please explain _____

Have you, or a relative, ever worked for this company? Y N

If yes, when (and who) _____

Education

Highest education received _____

High School _____

Dates attended _____ Graduated? []Y []N

GED? []Y []N

College/University/Technical School _____

Dates attended _____ Graduated? []Y []N

Degree Earned/Major _____

College/University/Technical School _____

Dates attended _____ Graduated? []Y []N

Degree Earned/Major _____

Certifications and Skills

Please list any other certificates that may be relevant to the position for which you are applying.

Please explain any special skills, experience, or training you may have that qualify you for this position.

Employment History

Please list your most recent employer first

Company _____ Phone (____) _____

City, State _____ Supervisor _____

Last Job Title _____ Ending Salary _____

Dates of Employment _____

Responsibilities _____

Reason for leaving _____

May we contact your supervisor for a reference? Y N

Company _____ Phone (____) _____

City, State _____ Supervisor _____

Last Job Title _____ Ending Salary _____

Dates of Employment _____

Responsibilities _____

Reason for leaving _____

May we contact your supervisor for a reference? Y N

Company _____ Phone (_____) _____

City, State _____ Supervisor _____

Last Job Title _____ Ending Salary _____

Dates of Employment _____

Responsibilities _____

Reason for leaving _____

May we contact your supervisor for a reference? Y N

References

Please list three professional references

Full Name _____ Relationship _____

Company _____ Job Title _____

Phone (_____) _____ Email _____

Full Name _____ Relationship _____

Company _____ Job Title _____

Phone (_____) _____ Email _____

Full Name _____ Relationship _____

Company _____ Job Title _____

Phone (_____) _____ Email _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If hired, I understand that false or misleading information in my application or interview may result in termination of employment.

Signature _____ Date _____