

# 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: \_\_\_\_\_ Salary \_\_\_\_\_

Phone Number: \_\_\_\_\_ May we call for reference? ( ) Yes ( ) NO

Reason For Leaving: \_\_\_\_\_ Hrs/Wk \_\_\_\_\_

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

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

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

Phone Number: \_\_\_\_\_ May we call for reference? ( ) Yes ( ) NO

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

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Phone Number: \_\_\_\_\_ May we call for reference? ( ) Yes ( ) NO

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

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

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

Phone Number: \_\_\_\_\_ May we call for reference? ( ) Yes ( ) NO

Reason For Leaving: \_\_\_\_\_ Hrs/Wk \_\_\_\_\_

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

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

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

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 CONVICTION, OFFENSE, LOCATION, DATE, AND SENTENCED.**

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**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?**

**IF THE ANSWER IS YES, FURNISH DETAILS.**

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**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?**

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**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.

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**Signature of Applicant**

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**Date**