

Application for Employment



It is the policy of the company to provide equal opportunity with regard to all terms and conditions of employment. The company complies with federal and state laws prohibiting discrimination on the basis of race, color, religion, creed, national origin, disability, veteran status, age, or any other protected characteristic.

Date of Application _____

Name _____

Home Phone () _____

Cellular/Other Phone () _____

Email Address _____

Address _____

City/State/Zip _____

Position applied for _____ Receptionist _____ Technician _____ Veterinarian _____ Janitor

Shifts Available: Evenings Overnights Weekends Holidays

Expected Hourly Rate of Pay or Salary: _____

Type of work desired: Full-time Part-time Temporary

Date available for work _____

How were you referred to this company? _____

Have you ever been employed here before? Yes No

If yes, under what name? _____ Dates employed: _____

Are you 18 years or older? Yes No

Are you legally eligible for employment in the USA? Yes No

Are you able to perform the "essential functions" of the job for which you are applying (with or without reasonable accommodation)? Yes NO

Will you travel if required? Yes No

Will you work overtime if required? Yes NO

Will you work holiday hours scheduled? Yes NO

Employment Experience

Place an **X** by the employer(s) you *do not* want us to contact. List your most recent employer first.

1. Employer _____
Address _____
Job Title _____
Supervisor _____ Phone () _____
Dates Employed: from (mm/yy) _____ to (mm/yy) _____
Hourly rate/salary: starting _____ final _____
Work Performed: _____
Reason for Leaving: _____

2. Employer _____
Address _____
Job Title _____
Supervisor _____ Phone () _____
Dates Employed: from (mm/yy) _____ to (mm/yy) _____
Hourly rate/salary: starting _____ final _____
Work Performed: _____
Reason for Leaving: _____

3. Employer _____
Address _____
Job Title _____
Supervisor _____ Phone () _____
Dates Employed: from (mm/yy) _____ to (mm/yy) _____
Hourly rate/salary: starting _____ final _____
Work Performed: _____
Reason for Leaving: _____

Explain any gaps in employment, other than those due to personal illness, injury or disability.

Have you ever been fired or asked to resign from a job? Yes No

Educational Background

High School:

Name of school _____ City _____

Course of study _____ Did you graduate? Yes No Years completed _____

College:

Name of school _____ City _____

Course of study _____ Did you graduate? Yes No Years completed _____

Degree or diploma _____

Graduate School:

Name of school _____ City _____

Course of study _____ Did you graduate? Yes No Years completed _____

Degree _____

Vocational Training-Other:

Name of school _____ City _____

Course of study _____ Did you graduate? Yes No Years completed _____

Degree or diploma _____

Continuing Education: _____

Skills and Qualifications

List any special training, memberships, skills, licenses and/or certificates that pertain to Veterinary Medicine:

Computer Skills: (Check appropriate boxes. Include software titles and years of experience).

Word Processing _____ Years: _____

Internet _____ Years: _____

Spreadsheet _____ Years: _____

Other _____ Years: _____

E-mail _____ Years: _____

References

List names and telephone numbers of three business/work references who are **not** related to you and are not previous supervisors. If not applicable, list three school or personal references that are **not** related to you.

Name	Title	Relationship to You	Telephone	E-mail	Years Known

Applicant Statement

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false or misleading information, omissions, or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time.

I expressly authorize without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this application remains active for 12 months. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

In consideration of my employment, I agree to conform to the company's rules and regulations, and I understand that these rules and/or the employee handbook do not form a contract of employment, either expressed or implied, and I agree that my employment and compensation can be terminated, with or without cause and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause and with or without notice, at any time by the company. I understand that no company representative, other than its president, and then only when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

Applicant's Signature _____ Date: _____