



APPLICATION FOR EMPLOYMENT

Personal Information

Date _____

Name

Last

First

Middle

Address _____ Telephone _____

Street /Apt.

City

State

Zip

Position applied for _____ Hourly rate of pay expected \$ _____

Applying for: _____ Full-time _____ Part-time
Availability: ___ Evenings ___ Weekdays ___ Weekends
(Check all that apply)

Do you have your own transportation? Y/N
Do you enjoy working with animals? Y/N
Do you have pets of your own? Y/N If So What kind? _____

Circle all that you've had experience in; Filing; Computer Data Entry; Multi-Line Phones; Typing; Clerk/Register Work; Billing/Collections; Veterinary Hospital Work

If your application is considered favorably, on what date will you be available to start? _____

What are some of your hobbies?

Why do you want to work specifically here?

Personal References (not former employers or relatives)

Name	Address	Phone Number	Years Known

Education

Name of School	Graduated?	Year	Major or Degree
High School:			
College:			
Other School:			

Work History (begin with most recent)

Firm/Company Name _____
Address _____ Telephone _____
Position Held _____ Weekly Wages _____
Supervisor _____ Dates Held _____
Duties _____
Reason For Leaving _____

Firm/Company Name _____
Address _____ Telephone _____
Position Held _____ Weekly Wages _____
Supervisor _____ Dates Held _____
Duties _____
Reason For Leaving _____

Firm/Company Name _____
Address _____ Telephone _____
Position Held _____ Weekly Wages _____
Supervisor _____ Dates Held _____
Duties _____
Reason For Leaving _____

Membership in Professional or Civic Organizations:

(Please not include racial, religious, or nationality groups)

Group	Offices Held

Describe other skills or experience that may qualify you for this position:

Why did you leave your previous job or why are you thinking of leaving your current job?

Have you ever been fired from a job? If so, why?

What kind of working environment do you desire in a new employment situation?

How does this position fit your long term career objectives?

Describe your strengths:

Describe your weaknesses:

How do you accept criticism?

Have you ever been convicted of a felony? Y/N

Can you provide documentation that proves you are eligible to work in the U.S.? Y/N

Has your driver's license been suspended within the last 3 years? Y/N

Affidavit

I certify that all information I have provided in this application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date. I understand that the employer may request an investigative consumer report from a consumer reporting agency. Reports such as these may or may not include information as to my character, credit score, reputation, personal characteristics, and mode of living obtained from neighbors, friends, former employers, schools and others. I understand I have a right to make a written request within a reasonable amount of time for the disclosure of the name and address of the consumer reporting agency if such an investigation is pursued so that I may obtain a complete disclosure of the nature and scope of the investigation. I authorize the investigation of any or all statements contained in this application to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time. If employed, I understand that I have been hired at the will of the employer and my employment may be terminated at any time, and I may terminate my own employment from Highland Veterinary Clinic, with or without cause and with or without notice.

I have read, understand and by my signature consent to these statements.

Please print full name

Signature

Date

An Equal Opportunity Employer