

# Anderson Animal Clinic 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:**

Accounting       Animal Care       Clerical       Laboratory  
 Maintenance       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)**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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 VETERINARIAN BEFORE?** ( ) YES ( ) NO

**DO YOU ENJOY MEETING THE PUBLIC?** ( ) YES ( ) NO

**DO YOU USE DRUGS?** ( ) YES ( ) NO

**DO YOU HAVE YOUR OWN PERSONAL VEHICLE?** ( ) YES ( ) NO

**HAVE YOU EVER BEEN DISCHARGED BY AN EMPLOYER?**

If so, give: Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Reason for Discharge \_\_\_\_\_

**DO YOU OWN ANY PETS?**

Please List: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_

**WOULD YOU HAVE ANY DIFFICULTY LIFTING A 35-POUND DOG INTO A CAGE FOUR FEET OFF THE FLOOR?** ( ) YES ( ) NO

**WHAT SALARY & FRINGE BENEFITS WOULD YOU EXPECT AFTER 1 YEAR EMPLOYMENT?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WHY DO YOU WANT TO WORK?**

\_\_\_\_\_  
\_\_\_\_\_

**DO YOU EXPECT TO BE OUT OF TOWN ON ANY SPECIFIC HOLIDAYS?** ( ) YES ( ) NO

**ARE YOU WILLING TO DO YOUR SHARE OF WEEKEND PET CARE?** ( ) YES ( ) NO

**WHY SHOULD YOU BE SELECTED FOR THE NEXT AVAILABLE OPEN POSITION?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 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.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**