



# APPLICATION FOR EMPLOYMENT

## An Equal Opportunity Employer

We do not discriminate on the basis of race, religion, national origin, color, sex, age or disability.



### Personal Information

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_  
Street Address City State Zip Code

Home Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_ Email \_\_\_\_\_

Position Applying for \_\_\_\_\_ Rate of Pay Expected \_\_\_\_\_ Full-Time or Part-Time

Specify days and hours available if applying for part-time only.  
(The hospital is closed on Sundays, hours for taking care of in-clinic animals only).

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Were you previously employed by this company? \_\_\_\_\_ If yes, when? \_\_\_\_\_

List any friends and/or relatives that are or have been employed here. \_\_\_\_\_

If your application is considered favorably, on what date would you be available for work? \_\_\_\_\_

List work experience, skills, or qualifications that you feel would especially fit you for work here. Please add any additional comments you think are important for us to consider.

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

If hired can you furnish proof you are eligible to work in the United States? Yes No

Have you ever been convicted of a felony? Yes No

Have you previously applied here? Yes No If so when? \_\_\_\_\_

List other names you have used when previously employed (such as, maiden name, married name, etc)

\_\_\_\_\_

**Work History (begin with most recent, list all past employers, including any pertinent military experience)**



Company	Address	Phone Number
Type of Business	Immediate Supervisor	Dates of Employment
Exact Job Title	Earnings at hire	At end of employment
Why did you leave this company? _____		
Description of duties _____		



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Description of duties _____		

**Personal References (not former employers or relatives)**

Name	Occupation	Phone Number

**List Memberships, Hobbies, and Other Activities.** List memberships in professional organizations, hobbies, clubs, sports, or other activities with which you have been involved. Also please list any awards, leadership positions, special training, or skills that would be beneficial in your work in the veterinary field.

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**Education Record**

Name of School	Degree Earned	Grade Average
High School		
College or University		
Business, Trade, Correspondence		
Other		

**Office machines and computers you know how to efficiently use:**

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**Affidavit**

I certify that all information I have provided in the 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 dismissal at a later date. I understand that the employer may request an investigative consumer report from a consumer reporting agency. This report may include information as to my character, reputation, personal characteristics and mood 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 time for the disclosure of the name and address of the consumer reporting agency 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 and also authorize any person, school, current employer (except as previously noted), past employers, and organizations from any legal liability in making such statements. **I UNDERSTAND THIS APPLICATION OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT OR 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, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.**

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Basic Questions

Fill out each question as best to your knowledge.

1. The hospitalization fee for a dog is \$36.00 per day. What would the charge be for an animal that has been in the hospital for three days? \_\_\_\_\_ What would be the charge for three days of hospitalization plus bloodwork in the amount of \$98.00? \_\_\_\_\_
2. The doctor asks you to fill a Prednisone 5mg prescription for a cat. The dose is 1 tablet every other day and the cat needs the prescription for 14 days. How many tablets do you need to fill the prescription? \_\_\_\_\_
3. If you noticed another employee taking prescriptions, would you:
  - A. Do nothing, it's none of your business what someone else does to their body.
  - B. Report the employee to your supervisor.
  - C. Confront the employee and tell them taking drugs is wrong.
4. A friend of yours asks you to buy them some heartworm preventative with your employee discount, would you?
  - A. Buy the medication under the assumption it is to be used for your pet.
  - B. Tell your friend that you are unable to do that.
  - C. Explain the situation to your supervisor, and see if you can get the discount for them.
5. Circle the best answer:
  - A. Male cats/dogs are: spayed or neutered
  - B. Female cats/dogs are: spayed or neutered
6. Please circle the correctly spelled word in each group:

surgery	veterinarian	anisthesea	euithanize	radiografz
surgary	vetarinarian	anesthesia	uthanize	radiagraphs
surgery	vetnarian	anthesia	uethanize	readiagraphs
sergury	veterenarian	anathesia	ethanise	radiagraphs
sirjury	vetranarian	aneshesia	ethanize	radiographs
7. You clock in at 7:00am and work until 5:45pm. Your lunch time of 1 hour is not a paid break. How many hours will you be working that day? \_\_\_\_\_
8. There is a policy that if any animal is staying in the hospital has fleas, it must be treated. You saw a flea on a very aggressive cat. Would you?
  - A. Ask for help from another employee and treat the cat.
  - B. Ignore it, the cat will be going home in a couple hours.
  - C. Tell the owner that you saw fleas on their cat when they come to pick up.

