

# ***Job Application for Vet Clinic Receptionist/Assistant***

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

Full Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Previous or Maiden Names: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

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

Phone(s) : \_\_\_\_\_

Position(s) applied for (*check all that apply*):

Animal Care Attendant (Kennel)    Veterinary Assistant, Nurse or Technician    Receptionist

Other: \_\_\_\_\_

Availability: Year-Round, permanent    Seasonal or Temporary (*please describe limitations*)

\_\_\_\_\_

Hours you are looking for: Part time only    Full time only    Part time or full time, as needed

If applying for part time only, how many hours do you want to work? \_\_\_\_\_ to \_\_\_\_\_ hours per week

Hours you are routinely available to work: any hours I am needed    Limited Hours (*please describe limitations*)

\_\_\_\_\_

What rate of pay do you expect? \_\_\_\_\_

Why do you want to work at an Animal Clinic? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What are your career goals for the next 2 years? \_\_\_\_\_

What are your career goals for the next 5 years? \_\_\_\_\_

Have you been convicted of a felony, or misdemeanor or are you presently / formally charged with committing any criminal offense? (Do not include any traffic violations, juvenile offenses, military convictions, except by general court martial.) If the answer is yes, furnish details of conviction, offense, location, date and sentence.    Yes    No

\_\_\_\_\_

In the past three years, have you ever knowingly used any narcotics, amphetamines or barbiturates, other than those prescribed to you by a physician? If the answer is yes, furnish details. Yes    No

\_\_\_\_\_

Do you use illegal drugs? Yes    No

Would you agree to and pass periodic routine drug tests? Yes    No

Do you smoke? Yes    No

Have you ever been terminated from a job because of stealing or other criminal conduct?    Yes    No

Please list all the pets you own: (*include names, species & age*) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who is your current veterinarian? \_\_\_\_\_

Are all your pets up to date with all their routine recommended veterinary care?    Yes    No

Would you be willing to provide the Animal Clinic with a copy of you pet's veterinary records for review? Yes No

Most recent school you attended? \_\_\_\_\_

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

Degree or grade level attained: \_\_\_\_\_ GPA? \_\_\_\_\_

Awards? \_\_\_\_\_

Do you have any certifications, degrees, awards or special skills we should know about? \_\_\_\_\_

**Current or Most Recent Employer:** \_\_\_\_\_

From: \_\_\_\_\_ / \_\_\_\_\_ (mm/yy) To: \_\_\_\_\_ / \_\_\_\_\_ (mm/yy)

Address & phone: \_\_\_\_\_

Position Title: \_\_\_\_\_ Duties: \_\_\_\_\_

Reason you left the position: \_\_\_\_\_

Hourly rate of pay- Start: \_\_\_\_\_ Ending: \_\_\_\_\_

**Previous Employer #1:** \_\_\_\_\_

From: \_\_\_\_\_ / \_\_\_\_\_ (mm/yy) To: \_\_\_\_\_ / \_\_\_\_\_ (mm/yy)

Address & phone: \_\_\_\_\_

Position Title: \_\_\_\_\_ Duties: \_\_\_\_\_

Reason you left the position: \_\_\_\_\_

Hourly rate of pay- Start: \_\_\_\_\_ Ending: \_\_\_\_\_

**Previous Employer #2:** \_\_\_\_\_

From: \_\_\_\_\_ / \_\_\_\_\_ (mm/yy) To: \_\_\_\_\_ / \_\_\_\_\_ (mm/yy)

Address & phone: \_\_\_\_\_

Position Title: \_\_\_\_\_ Duties: \_\_\_\_\_

Reason you left the position: \_\_\_\_\_

Hourly rate of pay- Start: \_\_\_\_\_ Ending: \_\_\_\_\_

Please describe any other relevant experience (*volunteer, animal related hobby, etc.*):

Please list your hobbies:

Is there anything else you would like us to know when considering your application?

**Reference #1 Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **How long have they known you?** \_\_\_\_\_

**Reference #2 Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **How long have they known you?** \_\_\_\_\_

**Reference #3 Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **How long have they known you?** \_\_\_\_\_

I understand that any verbal or written statement that is false, fraudulent or misleading that is contained in this application or attached materials, or made in the course of any related employment process, whether made by me or by others at my request, will result in rejection of my application, denial of employment, or dismissal from service if discovered after employment, and under some circumstances, may result in prosecution for a crime.

- I certify that all statements contained herein are true and complete.
- I understand that if hired, I must prove that I am legally authorized to work in the United States.
- I authorize the Animal Clinic to check employment references and verify education information provided on this employment application and as disclosed in the interview process.
- I authorize the Animal Clinic to run a credit history check and criminal history background check as a condition of employment.
- I release the Animal Clinic and all providers of information from any liability as a result of furnishing and receiving any information related to the hiring process.
- I have read the job description and I am fully capable of performing all tasks listed.

**Applicant Signature:** \_\_\_\_\_