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 of 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: _____