

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Miscellaneous

Do you have reliable transportation?

YES NO

Do you have any medical issues that could prevent you from completing the required tasks for the position that you are applying for?

YES NO

If yes, please explain: _____

How do you deal with conflict? _____

How well do you separate your home and work life? _____

In the Veterinary Field, we frequently have extended work hours (past 10 hour shifts) in our day to accommodate our clients and patients. Is this something that you feel you could endure? _____

What are some things in your previous jobs that you feel you have done particularly well, and why? _____

What are some things in your previous jobs that you feel you did not do well, and why? _____

How do you feel about the progress you have made with your present company? _____

What was the most difficult customer service experience you have dealt with? How did you handle it? _____

Fill in the blank: "To be early is to be on time, to be on time is to be late and to be late is _____."

Fill in the blank: "If you have time to lean, you have time to _____."

When there is a slow day at work, what do you tend to find yourself doing? _____

How well do you follow direction? Explain: _____

You have just come out of an exam room after taking a patient history for a Veterinarian. The Veterinarian is still in her previous appointment, what do you do? _____

You are on the phone with a client when another client walks in the door, what do you do? _____

Fill in the blank: Medical Records must be _____

Where do you see yourself in the Veterinary Field? _____

Imagine we hired you. What would you be told in your first performance appraisal? _____

What are things that detract from your ability to give 100%? _____

What was your greatest professional disappointment thus far? How did it change your way of thinking? _____

For what things have you been praised? Criticized? _____

What is the most challenging assignment you have ever undertaken, and why was it so difficult? _____

What are some of the pressures in your current job? _____

What has been your major professional frustration and how have you dealt with it? _____

How do you plan your day? _____

When faced with a task that adds to your already overloaded workload, how do you respond? _____

What in your background qualifies you to do this job? _____

What is your philosophy of leadership? _____

Please describe a situation where you had to act promptly and decisively and your manager was not around to advise you. _____

What kind of work environment is best for you? _____

What is your definition of professionalism? _____

Please describe a time when you could have communicated something more effectively. _____

How would you describe yourself as a communicator? _____

What are the first things you would do in a new job? _____

Tell me about a time you had to go "above and beyond the call of duty"? _____

Where does this job fit into your overall career plan? _____

Why do you want to work at Advanced Care Veterinary Hospital? _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____