

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Today's Date _____

Name: _____ Date of Birth (optional): _____
Address: _____
City: _____ State: _____ Zip Code: _____
Home Phone: _____ Cell Phone: _____

EMPLOYMENT HISTORY:

May we contact your current employer? Yes No (please circle answer & initial on line) _____

May we contact your previous employer(s)? Yes No (please circle answer & initial on line) _____

Name of Current/Most Recent Employer: _____

Address: _____

Supervisor: _____ Phone Number: _____

Dates of Employment: _____ Ending Salary: _____

Job Title: _____

Description of Work Performed: _____

Reason for Leaving: _____

Name of Employer: _____

Address: _____

Supervisor: _____ Phone Number: _____

Dates of Employment: _____ Ending Salary: _____

Job Title: _____

Description of Work Performed: _____

Reason for Leaving: _____

Name of Employer: _____

Address: _____

Supervisor: _____ Phone Number: _____

Dates of Employment: _____ Ending Salary: _____

Job Title: _____

Description of Work Performed: _____

Reason for Leaving: _____

EDUCATIONAL HISTORY

High School Diploma? Yes _____ No _____ Year Graduated (optional): _____

Name of High School: _____

Address of High School: _____

College Diploma? _____ AA/AS _____ BA/BS _____ Year Graduated (optional): _____

Name of College: _____

Address of College: _____

Major Course of Study: _____

Please list and explain any other training or education: _____

PERSONAL REFERENCES

Please list three personal references you have known more than three years (none relatives).

Name: _____ Years Known: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Name: _____ Years Known: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Name: _____ Years Known: _____

Address: _____

Home Phone: _____ Cell Phone: _____

BASIC SKILLS QUESTIONS

The majority of our positions require the ability to meet the following physical duties:

1. heavy lifting—at least 40 pounds
2. walking dogs on a leash for at least five minutes
3. standing for extensive periods of time
4. tolerating strong chemical smells such as bleach and strong animal smells such as urine and feces
5. all positions require direct contact with animals

The majority of our positions require the ability to meet the following skills, also:

1. use a computer; moderate typing speed
2. speak to clients, in person and on the phone, with a clear and discernable voice
3. compute basic math problems such as addition, subtraction, multiplication, and division

Can you perform the duties of the job you are applying for? Yes _____ No _____

If no, explain: _____

OTHER QUESTIONS

Have you ever applied for a position at Blue Ridge Animal Hospital? Yes _____ No _____

If so, when. _____

What type of work are you looking for? _____

Why do you want to work at an animal hospital? _____

Are you seeking full-time or part-time employment? Summer or year round? _____

Indicate hours of availability to work:

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

Sunday _____

Holidays _____

Are you willing to: Bathe Animals? Yes _____ No _____

 Answer Telephones? Yes _____ No _____

 Clean Cages? Yes _____ No _____

 Vacuum & Mop? Yes _____ No _____

Do you speak any foreign languages or know sign language? _____

Do you have any pets? If so, what kind? _____

Do they receive regular veterinary care? _____

Have you ever been convicted of a crime other than a minor traffic accident? Yes _____ No _____

If yes, explain and list convictions, starting dates, nature of the offense and where occurred. A conviction will not necessarily disqualify an applicant for employment. _____

All of the information on this employment application is correct and I understand that falsification is grounds for termination.

Signature of Applicant

Date

