

## 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: \_\_\_\_\_

YES

NO

May we contact your previous supervisor for a reference?

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

YES

NO

May we contact your previous supervisor for a reference?

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

YES

NO

May we contact your previous supervisor for a reference?

## 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? \_\_\_\_\_

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### 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: \_\_\_\_\_