

Beaver Animal Clinic Application for Employment

Date: _____

Please print.

Name _____ Social Security # _____
Last First Middle

Address _____
Street City State Zip Code

Telephone # (____) ____ - ____ Mobile phone # (____) ____ - ____

Referral Source (how did you hear about position?) _____

Have you ever been employed here before? Yes / No If Yes give dates and position _____

Position applying for: (**Please number in order of preference all that apply**)

____ Receptionist ____ Animal Technician ____ Other (specify) _____

Are you willing to work: (Please check all that apply)

Full Time _____ Part Time _____ Daytime _____ Evening _____ Weekend _____ on Call _____

Date available to start work ____/____/____

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? Yes / No

If yes please provide date(s) and details. _____

Employment History Start with the most recent employer

____ (____) ____ - ____ Date employed ____/____ TO ____/____
Employer Telephone #

____ Hourly ____ Salary \$ _____ per ____
Street Address City State

Starting job title / final job title Immediate supervisor and title
(for most recent position held)

Why did you leave? _____

Summarize the type of work performed and job responsibilities _____

____ (____) ____ - ____ Date employed ____/____ TO ____/____
Employer Telephone #

____ Hourly ____ Salary \$ _____ per ____
Street Address City State

Starting job title / final job title Immediate supervisor and title
(for most recent position held)

Why did you leave? _____

Summarize the type of work performed and job responsibilities _____

Employer (_____) Telephone # - Date employed ____/____/____ TO ____/____/____

Street Address City State Hourly ____ Salary \$ _____ per ____

Starting job title / final job title Immediate supervisor and title
(for most recent position held)

Why did you leave? _____

Summarize the type of work performed and job responsibilities _____

Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying.

Computer skills (check appropriate lines. Include software titles and years of experience.)

____ Word Processing _____ Years ____ Excel _____ Years ____

____ Spreadsheet _____ Years ____ Outlook _____ Years ____

____ Word Spreadsheet _____ Years ____ Other _____ Years ____

Educational Background

Starting with your most recent school attended, provide the following information.

High School _____ Graduated () yes () no () GED

College _____ Major/Minor _____

____ Years completed Degree ____ Certification ____ Other _____

Trade School/Special Training _____

Other _____

Qualifications _____

What salary and/or benefits would you expect to start? _____

After one year? _____

Why should you be selected for the next available position? _____

Why do you want to be employed by Beaver Animal Clinic? _____

Do you own any pets? Please list: _____

Have you ever been discharged by an employer? () yes () no

Employer _____ Address _____

Reason for discharge _____

References

List three work/business references that are **not** related to you.

_____	_____	_____	(____) _____ - _____	_____
Name	Title	Company	Telephone #	Number of Years known

_____	_____	_____	(____) _____ - _____	_____
Name	Title	Company	Telephone #	Number of Years known

_____	_____	_____	(____) _____ - _____	_____
Name	Title	Company	Telephone #	Number of Years known

Do we have permission to check your references? () Yes () No If yes initial here _____

The information on this application is honest and true.

Signature of Applicant **Date**

OFFICE USE ONLY

Comments _____

