

Arch Creek Animal Clinic - Application for Employment

IMPORTANT - PLEASE READ: Thank you for your interest in a career with Arch Creek Animal Clinic. We appreciate you taking the time to complete this application. Arch Creek's policy requires that all persons interested in employment complete a written application for a position which has been advertised or posted and for which they are qualified. A resume is not sufficient to consider an individual as an applicant. All potential employees are evaluated without regard to race, color, religion, gender, national origin, age, marital or veteran status, the presence of non-job related handicap or any other legally protected status.

GENERAL INFORMATION: Position(s) applied for _____ Date _____

Name _____
 (First) (Middle Initial) (Last)

Address _____ City _____ Zip _____

Telephone Number _____ Social Security Number _____

Email Address _____ On what date would you be available to work? _____

If selected for employment, are you willing to submit to a pre-employment drug screening test? Yes No

If selected for employment, are you willing to submit to pre-employment background screening and reference check? Yes No

If you are under 18, do you have a work permit? _____ Type of employment desired: F/T P/T

Are you eligible for employment in this country? _____ Shift desired? Day Evening Desired wage? _____

Hours available

Will you work overtime if required? Yes No

	M	T	W	TH	F	Sat	Sun
From							
To							

Have you been convicted of a felony in the last seven years? Yes No (a criminal conviction is not automatic grounds for rejection)

If yes, please explain _____

Are you able to perform the essential functions of the job applied for with or within reasonable accommodation? (If the position is not presently identified, you need not reply) Yes No If no, please explain _____

Have you ever been involuntarily terminated or asked to resign from a position of employment? Yes No. If yes, please describe the circumstances: _____

List any professional, trade, business or civic associations and any offices held (exclude memberships which would reveal sex, race, religion, national origin, disability, ancestry or other protected status) _____

List any information you would like us to consider _____

EDUCATIONAL BACKGROUND:

School Name	Location	Years Attended	Degree Received	Major

Please see other side for important employment history

EMPLOYMENT HISTORY: List your most recent 3 employers, starting with the most recent, including military experience. Please explain any gaps in employment in the comments section below.

Employer _____ Phone number _____

Address _____
(Street) (City) (State) (Zip)

Job Title _____ Supervisor and Title _____

Starting salary _____ Final salary _____

Dates employed: From _____ To _____ Reason for leaving _____

Summarize the nature of the work performed and job responsibilities _____

Employer _____ Phone number _____

Address _____
(Street) (City) (State) (Zip)

Job Title _____ Supervisor and Title _____

Starting salary _____ Final salary _____

Dates employed: From _____ To _____ Reason for leaving _____

Summarize the nature of the work performed and job responsibilities _____

Employer _____ Phone number _____

Address _____
(Street) (City) (State) (Zip)

Job Title _____ Supervisor and Title _____

Starting salary _____ Final salary _____

Dates employed: From _____ To _____ Reason for leaving _____

Summarize the nature of the work performed and job responsibilities _____

Comment: _____

PLEASE SIGN AND READ: I hereby certify that the information contained in this application is true and correct to the best of my knowledge and authorize to have any of the statements verified. I authorize my previous employers listed above to provide Arch Creek Animal Clinic any and all information concerning my previous employment and any other pertinent information that they may have. I authorize the educational institutions I have listed to verify that I was/am a student and any degrees that I claim to have obtained.. I further release all parties and persons from any and all liability for any damages that may result from furnishing such information as well as from the use or disclosure of such information by Arch Creek Animal Clinic or any of it agents, coworkers or representatives. I understand that any misrepresentation, falsification, or material omission for information on this application may result in my failure to receive an offer or if I am hired, my dismissal from employment. All applicants are required to complete a drug screen, criminal background investigation and personality assessment. Inconsideration of my employment, I agree to conform to the rules and standards of Arch Creek Animal Clinic, as amended by Arch Creek from time to time in its discretion. I further agree that my employment and compensation can be terminated at will with or without cause and with or without notice and effective unless expressly set forth in a document signed by an officer of the company.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from the employer and still want to be considered for employment, it will be necessary for me to fill out a new application.

SIGNATURE OF APPLICANT _____