

Animal Clinics of The Woodlands

APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER

We do not discriminate on the basis of race, religion, national origin, color, sex, age, veteran status or disability. It is our intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.

Personal

Date: _____ Phone Number: _____

Name: _____
Last First Middle

Present Address: _____
Address City State Zip

Social Security Number: _____ DL: _____ State: _____

May we contact you at your current place of employment? Yes No

If so, at what number? _____

Position applied for: _____

Rate of pay expected _____ per hour

Applying for ___ Full-time ___ Part-time Are you able to work weekends? Yes No
Holidays? Yes No

Specify days and hours you are available to work: _____

Do you have any limitations that may prevent you from performing any aspect of this job (ie: lifting, allergies, etc.)? Yes No If Yes, please explain: _____

Have you previously been employed with us? _____ If so, when: _____

List names of any friends or relatives (other than spouse) working here: _____

If you are hired, what date can you start? _____

Are there any other work experiences, skills or qualifications that you feel would especially fit you for work here? Please add any additional comments you think are important for us to consider. _____

Animal Clinics of The Woodlands

Personal cont.

If you are under 21, date of birth: _____

Do you have your own dependable transportation? Yes No

If hired, can you furnish proof you are eligible to work in the United States? Yes No

Have you ever been convicted of a felony? Yes No (A "yes" answer does not automatically disqualify you from employment since the nature of the offense, date and the job for which you are applying will be considered.)

If yes, please explain: _____

Because we are in the business of animal care, you may come in contact with substances some people may find offensive. Please indicate any items that might make you uncomfortable, nauseated or that would be intolerable on a daily basis.

- | | | |
|---|---|---|
| <input type="checkbox"/> feces | <input type="checkbox"/> smell of feces | <input type="checkbox"/> blood |
| <input type="checkbox"/> urine | <input type="checkbox"/> smell of urine | <input type="checkbox"/> surgery in process |
| <input type="checkbox"/> sick or injured pets | <input type="checkbox"/> euthanasia (pets being put to sleep) | |
| <input type="checkbox"/> giving injections | <input type="checkbox"/> barking dogs | <input type="checkbox"/> needles |

Providing a healthy environment for pets in our care is essential. Would you be willing to participate in cleaning on a daily basis? _____

Do you prefer: a fast-paced job with variety, or a slower-paced, structured work environment?

Describe your work ethic: _____

What best describes your work habits?

- I am self-motivated and can always find work to do
- I work best with direct supervision
- I work best being assigned one or two tasks at a time to complete
- I like to learn several tasks and complete them independently

Describe your personality: _____

What did you like best about your last job? _____

Least? _____

How do you respond to constructive criticism? _____

Animal Clinics of The Woodlands

Personal References

| Name | Relationship | How long have you known this person? | Phone Number |
|------|--------------|--------------------------------------|--------------|
| | | | |
| | | | |
| | | | |

Education

| Name of School | Degree Comp. | Grade Avg. |
|--------------------------------|--------------|------------|
| High School | | |
| College or University | | |
| Business or Trade School/Other | | |

Are you computer literate? Yes No

If so, what programs are you familiar with? _____

(A "No" answer will not automatically disqualify you from this job since the computer program we use is veterinary-specific.)

Work History (Begin with most recent. List all employers including any military experience.)

| | | | | |
|-----------------------|----------------------|-----------------------|--------------------------------------|--------------|
| Name of company | Business Address | City | State | Phone Number |
| Type of Business | Immediate Supervisor | | Date Employed From _____ To _____ | |
| Exact Job Title | Earnings at hire | Earnings at Departure | Reason for Departure | |
| Description of Duties | | | | |
| | | | | |
| | | | | |

| | | | | |
|-----------------------|----------------------|-----------------------|--------------------------------------|--------------|
| Name of company | Business Address | City | State | Phone Number |
| Type of Business | Immediate Supervisor | | Date Employed From _____ To _____ | |
| Exact Job Title | Earnings at hire | Earnings at Departure | Reason for Departure | |
| Description of Duties | | | | |
| | | | | |
| | | | | |

Animal Clinics of The Woodlands

Work History Cont.

| | | | | |
|-----------------------|----------------------|-----------------------|--------------------------------------|--------------|
| Name of company | Business Address | City | State | Phone Number |
| Type of Business | Immediate Supervisor | | Date Employed From _____ To _____ | |
| Exact Job Title | Earnings at hire | Earnings at Departure | Reason for Departure | |
| Description of Duties | | | | |
| | | | | |
| | | | | |

| | | | | |
|-----------------------|----------------------|-----------------------|--------------------------------------|--------------|
| Name of company | Business Address | City | State | Phone Number |
| Type of Business | Immediate Supervisor | | Date Employed From _____ To _____ | |
| Exact Job Title | Earnings at hire | Earnings at Departure | Reason for Departure | |
| Description of Duties | | | | |
| | | | | |
| | | | | |

For Employers Use

| Date | Company Called | Person Contacted | Comments |
|------|----------------|------------------|----------|
| | | | |
| | | | |
| | | | |

Interviewer's Comments

| | |
|-----------------------|-------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| Interviewed by: _____ | Date: _____ |

Date Hired: _____ **Starting Salary:** _____
Rejected: _____ **Reason:** _____

Animal Clinics of The Woodlands

Work History (Begin with most recent. List all employers including any military experience.)

| | | | | |
|-----------------------|----------------------|-----------------------|--------------------------------------|--------------|
| Name of company | Business Address | City | State | Phone Number |
| Type of Business | Immediate Supervisor | | Date Employed From _____ To _____ | |
| Exact Job Title | Earnings at hire | Earnings at Departure | Reason for Departure | |
| Description of Duties | | | | |
| | | | | |
| | | | | |

| | | | | |
|-----------------------|----------------------|-----------------------|--------------------------------------|--------------|
| Name of company | Business Address | City | State | Phone Number |
| Type of Business | Immediate Supervisor | | Date Employed From _____ To _____ | |
| Exact Job Title | Earnings at hire | Earnings at Departure | Reason for Departure | |
| Description of Duties | | | | |
| | | | | |
| | | | | |

| | | | | |
|-----------------------|----------------------|-----------------------|--------------------------------------|--------------|
| Name of company | Business Address | City | State | Phone Number |
| Type of Business | Immediate Supervisor | | Date Employed From _____ To _____ | |
| Exact Job Title | Earnings at hire | Earnings at Departure | Reason for Departure | |
| Description of Duties | | | | |
| | | | | |
| | | | | |

| | | | | |
|-----------------------|----------------------|-----------------------|--------------------------------------|--------------|
| Name of company | Business Address | City | State | Phone Number |
| Type of Business | Immediate Supervisor | | Date Employed From _____ To _____ | |
| Exact Job Title | Earnings at hire | Earnings at Departure | Reason for Departure | |
| Description of Duties | | | | |
| | | | | |
| | | | | |

Animal Clinics of The Woodlands

Background Check Form

Thank you for your interest in our veterinary clinics. We are an Equal Opportunity Employer and appreciate your application.

Our application process includes a working Interview for our final candidates in which you will be invited to spend about four hours with us to determine if you will like our fast pace and our exciting but demanding work environment.

We do a background check on our applicants. Please sign below to acknowledge that you have been informed of this check. This form will remain a part of your personal file.

Print Name: _____ Date: _____

Sign Name: _____

Witnessed By: _____

Animal Clinics of The Woodlands

WORKING INTERVIEW RELEASE FORM

I, _____, understand and have agreed to provide a "Working Interview" on _____ (date), from _____ to _____ (time) for the position of _____ at The Animal Clinics of The Woodlands. I am neither an employee nor an agent of The Animal Clinics, nor am I associated with The Animal Clinics of The Woodlands in any capacity other than on a trial basis for employment. Therefore, I hold The Animal Clinics of The Woodlands and all associated personnel and their associates harmless and free of any and all claims which may arise as the result of my "Working Interview".

Agreed to by: Applicant Signature _____ Date _____

Witnessed by: Staff Member Signature _____ Date _____