



Midlothian Animal Clinic is an equal opportunity employer. We do not discriminate on the basis of race, religion, national origin, 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.



Position applying for: _____ Date: ____ / ____ / ____

Name: _____ E-mail: _____

Address: _____

Home Phone: _____ Cellular/Other: _____

Employment Sought: Full Time Part Time Either

Would you accept part-time work? Yes No

On what date would you be available for work? _____

How did you hear about us? _____

Have you submitted an application here before? Yes No

If yes, please give date(s) and position(s): _____

Have you ever been employed here? Yes No

If yes, please give dates: _____

If you are under 18 years old, can you provide a work permit if required? Yes No

Are you legally eligible for employment in the United States? (If yes, proof is required if hired.) Yes No

Are you able to perform the "essential functions" of the job for which you are applying (with or without reasonable accommodation)? Yes No Need more information

NOTE: is question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage, to the extent permitted by law.

If they have been explained to you, are you able to meet the attendance requirements of the position? Yes No NA

Midlothian Animal Clinic is a drug free environment. Drug testing may be performed at random during employment. Do you consent to this? Yes No

Background checks are performed on all applicants. Do you consent to this? Yes No

Please provide your social security number: _____ - _____ - _____

Midlothian Animal Clinic will make every effort to safeguard the privacy of this information and will use it only for employment purposes.

Skills

Have you had experience in the following areas and can you estimate level:

	Beginning	Intermediate	Advanced
Typing:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MS Word:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MS Excel:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephone/Reception:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical Charting:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Animal Handling:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employment Experience

Place an X by the employer(s) you DO NOT want us to contact and list reason why. List your most recent employer first. Please supply ALL information required.

Employer 1: _____

Supervisor Name: _____ Phone: _____

Business Address: _____ Email: _____

Job Title: _____

Brief description of duties: _____

Dates employed: from (mm/yy): ____ / ____ to (mm/yy): ____ / ____

Hourly rate/salary: starting: _____ final: _____

Reason for leaving: _____

Employer 2: _____

Supervisor Name: _____ Phone: _____

Business Address: _____ Email: _____

Job Title: _____

Brief description of duties: _____

Dates employed: from (mm/yy): ____ / ____ to (mm/yy): ____ / ____

Hourly rate/salary: starting: _____ final: _____

Reason for leaving: _____

Employer 3: _____

Supervisor Name: _____ Phone: _____

Business Address: _____ Email: _____

Job Title: _____

Brief description of duties: _____

Dates employed: from (mm/yy): ____ / ____ to (mm/yy): ____ / ____

Hourly rate/salary: starting: _____ final: _____

Reason for leaving: _____

Please include any additional information about your work history you'd like to make us aware of,

Have you ever been fired or asked to resign from a job? If yes, please explain:

What aspects of working with people & pets do you find enjoyable, and what if, any do you find less enjoyable?

What is your idea of excellent client service?

Education Background - Please fill out each section completely if applicable.

High School: _____

Course of study: _____ Location: _____

Did you graduate? Yes No Degree: _____

College: _____

Course of study: _____ Location: _____

Did you graduate? Yes No Degree: _____

Graduate School: _____

Course of study: _____ Location: _____

Did you graduate? Yes No Degree: _____

Additional: _____

Special Training or Skills

List any languages, machine operation, etc., that would be of benefit in the job for which you are applying:

References

Please provide contact information for three people who are able to comment on your competency other than relatives or previous supervisors/employers listed in sections above.

Name	Title & Business	Relationship To You	Telephone	Email	Years Known
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Applicant Statement

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false or misleading information, omissions or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time.

If hired, I agree to conform to the Midlothian Animal Clinic's rules and regulations, and I understand that these rules and/or the employee handbook do not form a contract of employment either express or implied, and I agree that my employment and compensation can be terminated, with or without cause and with or without notice, at any time, at either my or the Midlothian Animal Clinic's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause and with or without notice, at any time by Midlothian Animal Clinic.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, résumé or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives for seeking, gathering and using truthful and non defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this application remains current for 60 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to update my application.

The Midlothian Animal Clinic does not tolerate unlawful discrimination or harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state or local law. No question on this application is used to limit or exclude an applicant from employment consideration on any basis prohibited by applicable federal, state or local law.

Applicant's signature

Date