



EMPLOYMENT APPLICATION

Please fill out the form completely and clearly **print** all information here except signature. Applicants may be tested for illegal drugs. We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, handicap, disability, sexual orientation, national origin, or any other characteristic protected by applicable federal, state, or local law. No question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on any basis prohibited by federal, state or local laws. It is River City Veterinary Hospital's ("RCVH") policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as provided under the Americans with Disabilities Act or other applicable laws.

Date _____

Your Name _____
Last First Middle

SSN _____ Email Address _____

Have you ever been employed or enrolled in school under a name other than that used on this application? If so please specify.

Present Address _____
Street Address

City State Zip

Permanent Address _____
Street Address

City State Zip

Home Phone _____ Are you 18 years of age or older? yes no

Are you 16 years of age or older? yes no

Cell Phone _____ How did you hear about us? _____

What position are you applying for? _____

Employment Desired full-time only part-time only full or part-time relief summer/seasonal

For part-time or relief, please indicate hours per week (or month) desired. _____ per week/month (circle one)

For summer/seasonal, please indicate the date range of your availability. _____

Are you able to perform the essential functions for which you are applying with or without accommodation? yes no

When can you start? _____ Salary desired? _____

Are you employed now? yes no May we contact your present employer? yes no

Have you ever applied with RCVH before? yes no Are you able to work overtime? yes no

Are you legally eligible for employment in the USA? yes no

All new hires will be required to provide proof of eligibility to work in the USA.

Employment Application Continued



Have you ever pled "guilty" or "no contest" to or been convicted of a felony? yes no

Have you been convicted of a misdemeanor in the last seven years?

If yes to either, please explain. _____

Because we are a health care facility, we maintain a strict "no smoking on the premises" policy. Can you adhere to this policy?

yes no

When are you able to work?

Sun Mon Tues Wed Thurs Fri Sat

Please specify hours on each day.

We are open M-F 7am-7pm, Sat 9am-7pm

Sunday hours are flexible but necessary for some employees to take care of boarding animals.

If necessary for the job, are you able to provide a valid driver's license? yes no

Professional Licenses, Certifications or Registrations: _____

Additional skills including but not limited to computer, math, typing, supervisory, language, or any other information regarding the career you wish to bring to our attention. Please list veterinary software you have used.

Education		
<u>High School Name</u>	<u>Address</u>	<u>Diploma</u> yes no
<u>College/University Name</u>	<u>Address</u>	<u>Degree Received</u>
Other (Graduate, Technical)	<u>Address</u>	<u>Degree Received</u>

References

Please list 3 professional references that you have known for at least 1 year. Do not include relatives.

Name _____	Address _____	Phone Number _____
Company _____	Position _____	Years Known _____ Email _____
Name _____	Address _____	Phone Number _____
Company _____	Position _____	Years Known _____ Email _____
Name _____	Address _____	Phone Number _____
Company _____	Position _____	Years Known _____ Email _____

Employment Application Continued



Employment History List your employers, starting with your most recent one first. Please include any non-paid/volunteer experience which is related to the job for which you are applying. **Please complete even if you attach a resume.** Be sure all your experience or employers related to this job are listed here or use an extra paper if necessary.

<u>Name of Employer</u>	<u>Address</u>	<u>May we contact for a reference?</u> yes no later
<u>Start Date</u>	<u>Job Title</u>	<u>Supervisor's Name/Title</u>
<u>End Date</u>	<u>Phone Number</u>	
<u>Reason for Leaving</u>	<u>Starting salary</u>	<u>Final Salary</u>
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.		

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