

Employee Application

Highlands Animal Hospital

1. APPLICANT INFORMATION

Position applying for: Tech/ Assistant/ Receptionist

Full Name: _____

Home Address: _____

City/State/Zip: _____

Phone Number: _____

Social Security Number: _____

2. How where you referred to us : _____

3. Are you at least 18 years old? ____Yes ____No

4. Are you willing to work any shift, including nights and weekends? ____Yes ____No

If no, please state any limitations: _____

5. If you where offered employment, when would you be able to begin work?

6. Have you ever been convicted of a felony or misdemeanor? ____NO

____Yes, I was convicted of _____ on _____(date)

in _____(city) _____(state)

7. EDUCATION:

High school: _____ Did you graduate? ____Yes ____No

College/ University : _____ Did you graduate? ____Yes ____No

8. REFERENCES:

Name: _____ Phone Number _____

Relationship _____

Name: _____ Phone Number _____

Relationship _____

9. Previous Employment (begin with the most recent)

Date of employment from _____ to _____ **Position Held:** _____

Employer Name: _____

Supervisor Name: _____ May we contact this empolyer : Y / N

Address: _____

Responsibilities: _____

Salary and Title: _____

Reason for Leaving: _____

Date of employment from _____ to _____ **Position Held:** _____

Employer Name: _____

Supervisor Name: _____ May we contact this empolyer : Y / N

Address: _____

Responsibilities: _____

Salary and Title: _____

Reason for Leaving: _____

10. SUMMARIZE YOUR SPECIAL SKILLS OR QUALIFICATIONS:

11. I certify that my answers are true and complete to the best of my knowledge. I authorize Highlands Animal Hospital to make any investigations and inquires of my personal information.

Applicant Signature: _____ **Date:** _____