



# APPLICATION FOR EMPLOYMENT

(Please print clearly)

## 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

Social Security No. \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Present address \_\_\_\_\_ Telephone no. \_\_\_\_\_  
No. Street City State Zip

Position applied for \_\_\_\_\_ Rate of pay expected \$ \_\_\_\_\_ per week

Would you work \_\_\_\_\_ Full-time \_\_\_\_\_ Part-Time Specify days and hours if part-time \_\_\_\_\_

Were you previously employed by this organization? \_\_\_\_\_ If yes, when? \_\_\_\_\_

List any friends or relatives working here, other than spouse \_\_\_\_\_

If your application is considered favorably, on what date will you be available for work? \_\_\_\_\_ 20 \_\_\_\_\_  
Names(s)

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. \_\_\_\_\_

### If you are applying for a job with minimum age requirements, you may be required to submit proof of age.

For jobs with minimum age requirements:

Are you 18 years of age or older? .....  yes  no

**For driving jobs only:** Do you have a valid driver's license? .....  yes  no

Driver's license number \_\_\_\_\_ Class of license \_\_\_\_\_

Have you had your driver's license revoked or suspended in the last 3 years? .....  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 \_\_\_\_\_

**Have you previously applied here?** .....  yes  no

If yes, when? \_\_\_\_\_

**Have you worked for any firm under a different name?** .....  yes  no

If yes, give name \_\_\_\_\_

**Personal References (not former employers or relatives)**

Name and occupation	Address	Phone number

**Membership in Professional or Civic Organizations (do not include racial, religious, or nationality groups)**

Name or description of organization	Active participation		Offices held
	From	To	

**Education Record—Nonveterinarians Only**

Name of school	Degree awarded	Grade average	Honors
High School			
College or University			
Business, Trade, Correspondence or Night School			
Other			

Do you type? <input type="checkbox"/> Yes <input type="checkbox"/> Manual machines ___ WPM <input type="checkbox"/> No <input type="checkbox"/> Electric machines ___ WPM	Shorthand ___ WPM	Office machines and computers you know how to operate
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**Education Record—Veterinarians Only**

Name of school	Degree awarded	Grade average	Honors
High School			
College or University (Preveterinary)			
College (Veterinary Curriculum)			

Postgraduate training, including internships (include dates and degrees awarded, if any) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Are you board certified?    Board eligible?    Which specialty board? \_\_\_\_\_

List continuing education courses attended in the past 18 months \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

List the states in which you are licensed to practice along with license numbers: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Work History (begin with the most recent, list all past employers, including any pertinent military experience)**

Name of Company	Business address	City	State	Phone no.
Type of business	Immediate supervisor	Date employed From To		
Exact job title	Earnings at hire	At termination	Reason for termination	
Description of duties _____ _____				

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Exact job title	Earnings at hire	At termination	Reason for termination	
Description of duties _____ _____				

**Affidavit**

I certify that all information I have provided in this application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date. I understand that the employer may request an investigative consumer report from a consumer reporting agency. This report may include information as to my character, reputation, personal characteristics and mode of living obtained from neighbors, friends, former employers, schools, and others. I understand I have a right to make a written request within a reasonable time for the disclosure of the name and address of the consumer reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation. I authorize the investigation of any or all statements contained in this application and also authorize any person, school, current employer (except as previously noted), past employers and organizations named in this application to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. **I UNDERSTAND THAT THIS APPLICATION OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.** I have read, understand, and by my signature consent to these statements.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR EMPLOYER'S USE ONLY**

**Reference Check**

Date Called	Company Called	Person Contacted	Comments

**Interview Results**




**Published as a membership service by the American Animal Hospital Association**

*"The objective of the AAHA is to improve the quality of medical care and service to pet animals and the pet-owning public by promoting the universal acceptance of high standards for all aspects of veterinary practice and to represent and speak out as the one voice for small animal veterinary medicine."*

AAHA believes that the information solicited from the applicant is in full compliance with all federal equal employment laws. AAHA does not assume responsibility for the user's inclusion in this "Application for Employment" of any question which may violate federal, state, or local laws and users should contact their own counsel with respect to any legal question regarding the use of this form.