



Bellevue Road Animal Hospital

Job

Application

Date ___/___/___ Full Name _____ Phone Number (___)___-___

Address _____

Do you have a valid Louisiana Driver's License? _____

Position(s) applied for (check all that apply)

_____ Kennel Assistant _____ Vet Assistant or Technician _____ Receptionist

You are looking for: _____ Full time _____ Part time _____ Seasonal

If applying for part time only, how many hours do you want to work per week? _____

Hours you are routinely available to work:

_____ Any hours needed _____ Limited Hours (please explain limitations)

What rate of pay do you expect? _____

Why do you want to work at Bellevue Road Animal Hospital? _____

Within the past five years, have you been convicted of a felony? _____ yes _____ no

Within the past two years have you been convicted of any misdemeanor or are you presently formally charged with committing any criminal offense? (Do not include traffic violations, juvenile offenses, or military convictions, except by general court martial.)

_____ yes _____ no

If the answer is yes to either, furnish details of conviction, offense, location, date and sentence on a separate sheet of paper. (Note: A conviction does not necessarily bar employment.)

Would you agree to and pass routine drug tests? _____ yes _____ no

Education

High School _____

Level of Completion: 1 2 3 4 Date of Graduation _____

College _____

Level of Completion: 1 2 3 4 Date of Graduation _____

Are you currently attending school? _____ yes _____ no

Where? _____ Major _____

Previous Employment- Begin with the most recent

<u>Business Name</u>	<u>Position</u>	<u>Salary</u>	<u>Start and End Date</u>
<u>Supervisor's Name and Number</u>	<u>Reason For Leaving</u>		

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<u>Supervisor's Name and Number</u>	<u>Reason For Leaving</u>		

Reference #1

Name: _____ Relationship: _____

Phone Number: (____)____ - _____ How long have they known you? _____

Reference #2

Name: _____ Relationship: _____

Phone Number: (____)____ - _____ How long have they known you? _____

Reference #3

Name: _____ Relationship: _____

Phone Number: (____)____ - _____ How long have they known you? _____

Office Abilities Are you able to complete these tasks?

<u>YES</u>	<u>NO</u>	<u>DESCRIPTION</u>
		Answer multi-line phone
		Record Keeping for patients/clients
		Greeting customers and addressing customers concerns
		Keeping accurate account of money
		Mailing out regular reminders to clients
		Appointment Scheduling

Assistant Abilities Are you able to complete these tasks?

<u>YES</u>	<u>NO</u>	<u>DESCRIPTION</u>
		Feed and water animals
		Prepare and administer medicines
		Handle, move and restrain animals
		Able to cope with the stress of losing animals
		Able to cope with fast paced job requirements
		Able to lift dogs and bags of food up to 50 pounds

		Able to accommodate flexibility in my schedule
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I understand that any verbal or written statement that is false, fraudulent or misleading that is contained in this application or attached materials, or made in the course of any related employment process, whether made by me or by others at my request, will result in rejection of my application, denial of employment, or dismissal from service if discovered after employment, and under some circumstances, may result in prosecution for a crime. I certify that all statements contained herein are true and complete. I understand that if hired, I must prove that I am legally authorized to work in the United States. I authorize Bellevue Road Animal Hospital to check employment references and verify education information provided on this employment application. I authorize Bellevue Road Animal Hospital to run a credit history check and criminal history background check as a condition of employment. I release Bellevue Road Animal Hospital and all providers of information from any liability as a result of furnishing and receiving any information related to the hiring process.

Applicant's Signature _____ Date ____ / ____ / ____