 

**Application for Employment**

*Coventry Animal Hospital* *is an equal opportunity employer. We do not discriminate on the basis of race, religion, national origin, color, sex, age, sexual orientation or identification, veteran status, disability or any other protected classes by the law. It is our intention that all qualified applicants be given equal opportunity and that selection decisions are based on job related factors.*

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Last) (First) (Middle)

If you have worked under another name/maiden name, please give name(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best place to call: Home Cell Other Best time: AM PM

Street Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Applied for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rate of pay expected\_\_\_\_\_\_\_\_\_\_\_\_ per hr

Would you work: Full Time Part Time

On what date would you be available to start? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you previously applied or worked here?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List any friends or family already employed here:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you 18 years of age or older?………………………………………………… Yes No

Do you have reliable transportation?....................................................................... 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. The nature of the offense, date, and job for which you are applying will be considered.)

|  |  |  |
| --- | --- | --- |
| **Education Record:** | **Degree Awarded** | **Grade Average** |
| **High School:** |  |  |
| **College/University:** |  |  |
| **Business/Trade/Correspondence/Night School:** |  |  |
| **Other:** |  |  |

Are you currently attending school?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If no, do you have plans to return to school? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Work History:** Begin with most recent employment and list all past employers. (If you have submitted a resume, please just complete those areas that are not included on your resume.)

|  |  |  |
| --- | --- | --- |
| **Name of Company:** | **Address:** | **Phone:** |
| **Type of Business:** | **Supervisor** | **Dates Employed****From: To:** |
| **Job Title:** | **Pay at Hire:** | **Pay at Termination:** | **Reason for Leaving:** |
| **Description of Duties:** |

|  |  |  |
| --- | --- | --- |
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| **Description of Duties:** |

**Describe other skills or experience that may qualify you for this position:**

**Why did you leave your previous job or why are you thinking of leaving your current job?**

**Have you ever been fired from a job? If so, why?**

**What kind of working environment do you desire in a new employment situation?**

**How does this position fit your long term career objectives?**

**Describe your strengths:**

**Describe your weaknesses:**

**How do you accept criticism?**

**Do you have pets? If so, what kind and how many?**

**Do you smoke? \_\_\_\_\_\_\_\_\_\_\_Would you have any issues working in a smoke-free environment?**

**Why should we select you for this position?**

**Are you willing to undergo drug testing and a background check as a prerequisite for this position?**

**If yes, please sign here \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**References:** Please provide at least 3 professional (past employer or co-worker) references:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** | **Relationship:** | **Position/Company:** | **Phone Number:** |
|  |  |  |  |
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**Release and Affidavit:**

As an applicant for a position with Coventry Animal Hospital, I have been asked to provide information concerning my experience, qualifications, and prior employment. This release authorizes investigation of my past and present work, character, education, military and police records in order to obtain any and all information that may be relevant to my employment on a post-offer basis. 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 I may obtain a complete disclosure of the nature and scope of the investigation.

By signing below, I authorize and agree to cooperate in the investigation and release Coventry Animal Hospital as well as its owners, representatives and employees from all liability or responsibility in connection with conduction of the investigation. I further release any and all persons, current or previous employers, business entities, schools, and organizations that provide relevant information and opinions that may be useful in making a hiring decision from any legal liability in making such statements to Coventry Animal Hospital.

I understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definitive 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 and understand and by my signature consent to this release and affidavit.**

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