



Island to Island Veterinary Clinic  
QUALITY, COMPASSIONATE CARE

## APPLICATION FOR EMPLOYMENT

Date: \_\_\_\_\_ Full Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Previous or Maiden Names: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Address: \_\_\_\_\_

Phone(s): \_\_\_\_\_

Position(s) applied for (circle all that apply):

KETCHIKAN: Receptionist    Kennel Attendant    Vet Nurse Assistant    Licensed Vet Nurse

Administrative Assistant

CRAIG:            Receptionist            Vet Nurse

Availability (please circle):    Year-Round, permanent    Seasonal or Temporary (please describe limitations)

Hours you are looking for:    Part time only            Full time only            Part time or full time, as needed

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

Hours you are routinely available to work:

any hours I am needed    Limited Hours (please describe limitations) : \_\_\_\_\_

What rate of pay do you expect? \_\_\_\_\_

Why do you want to work at an animal clinic?

What are your career goals for the next 2 years?

What are your career goals for the next 5 years?

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Have you been convicted of a felony, or misdemeanor or are you presently / formally charged with committing any criminal offense? (Do not include any traffic violations, juvenile offenses, military convictions, except by general court martial.)

If the answer is yes, furnish details of conviction, offense, location, date and sentence.    Yes    No

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In the past three years, have you ever knowingly used any narcotics, amphetamines or barbiturates, other than those prescribed to you by a physician? If the answer is yes, furnish details.                      Yes    No

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Do you use illegal drugs?    Yes    No

Would you agree to and pass periodic routine drug tests? Yes    No

Do you smoke?                      Yes    No

Have you ever been terminated from a job because of stealing of other criminal conduct?                      Yes    No

Please list all the pets you own: (include names, species & age)

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Who is your current veterinarian? \_\_\_\_\_

Are all your pets up to date with all their routine recommended veterinary care?                      Yes    No

Most recent school you attended? \_\_\_\_\_ Location (City, State): \_\_\_\_\_

Degree or grade level attained: \_\_\_\_\_ GPA? \_\_\_\_\_ Awards? \_\_\_\_\_

Do you have any certifications, degrees, awards or special skills we should know about?

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**CURRENT OR MOST RECENT EMPLOYER:**

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

From: \_\_\_\_\_ (mm/yy) To: \_\_\_\_\_ (mm/yy) Hourly rate of Pay: \_\_\_\_\_

Address & phone: \_\_\_\_\_

Position Title: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason you left the position: \_\_\_\_\_

**PREVIOUS EMPLOYER #1:**

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

From: \_\_\_\_\_ (mm/yy) To: \_\_\_\_\_ (mm/yy) Hourly rate of Pay: \_\_\_\_\_

Address & phone: \_\_\_\_\_

Position Title: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason you left the position: \_\_\_\_\_

**PREVIOUS EMPLOYER #2:**

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

From: \_\_\_\_\_ (mm/yy) To: \_\_\_\_\_ (mm/yy) Hourly rate of Pay: \_\_\_\_\_

Address & phone: \_\_\_\_\_

Position Title: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason you left the position: \_\_\_\_\_

Please describe any other relevant experience (volunteer, animal related hobby, etc.):

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Please list your hobbies:

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Is there anything else you would like us to know when considering your application?

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**REFERENCE #1**

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

Phone: \_\_\_\_\_ How long have they known you? \_\_\_\_\_

**REFERENCE #2**

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

Phone: \_\_\_\_\_ How long have they known you? \_\_\_\_\_

**REFERENCE #3**

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

Phone: \_\_\_\_\_ How long have they known you? \_\_\_\_\_

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 the animal clinic to check employment references and verify education information provided on this employment application and as disclosed in the interview process. • I authorize the animal clinic to run a credit history check and criminal history background check as a condition of employment. • I release the animal clinic and all providers of information from any liability as a result of furnishing and receiving any information related to the hiring process. • I have read the job description and I am fully capable of performing all tasks listed.

Applicant Signature: \_\_\_\_\_