



## Application for Employment

It is the policy of Munford Animal Hospital, LLC that all qualified applicants for employment be recruited, hired and assigned without discrimination because of race, creed, sex, color, age, disability, national origin, veteran or other legally protected status.

**All offers of employment are contingent upon successfully passing all applicable examinations, which may include, but are not limited to drug screen, full background check and aptitude test.**

Employment with Munford Animal Hospital, LLC is "at will". This application does not constitute an employment contract.

Please fill out this form completely and print all information except signature.

Date \_\_\_\_\_

Name _____				
_____	_____	_____	_____	_____
Last	First	Middle	Maiden	
Present Address _____				
_____	_____	_____	_____	_____
Number	Street	City	State	Zip
Phone Number _____		E-mail Address _____		
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No				
How did you hear about us? _____				
What position are you applying for? _____				
Employment Desired <input type="checkbox"/> Full-Time Only <input type="checkbox"/> Part-Time Only <input type="checkbox"/> Full or part-time				
When can you start? _____				
Desired Salary? _____				
When are you available to work? _____				
When are you able to work? <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun				
Specify hours on each day _____				
We are open M-F 7:30AM - 5:30PM and Saturday 7:30AM - 12:00PM				
Have you ever applied for employment with us before? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, when? _____				

Are you able to perform the essential functions for which you are applying which includes but is not limited to standing, stooping, lifting or carrying 60+ pounds, restraining cats and dogs, and exposure to biological hazards?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you legally eligible to work in the United States?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No



Have you ever plead "guilty" or "no contest" to or been convicted of a felony?  
 Yes  No

Have you been convicted of a misdemeanor in the last seven (7) years?  
 Yes  No

If yes to either, please explain \_\_\_\_\_

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Please note that marking "yes" to either of the above questions, does NOT automatically disqualify an applicant.

Are you presently employed?  Yes  No  
 If yes, may we contact your present employer?  Yes  No

**Education**

<u>High School Name</u>	<u>Address</u>	<u>Diploma</u> <input type="checkbox"/> Yes <input type="checkbox"/> No
<u>College/University Name</u>	<u>Address</u>	<u>Major</u> <u>Graduated</u> <input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Other (Technical, Graduate)</u>	<u>Address</u>	<u>Degree</u> <u>Graduated</u> <input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Professional Licenses, Certificates or Registrations</u>		
Additional skills including, but not limited to, computer, math, typing, supervisory, client services, animal handling, language, and any other information, regarding this position, that you would like to bring to our attention and any Veterinary software used can be listed below. _____		

**References** - Please list 3 professional references. Do not include relatives or previous employers.

Name _____	Phone Number _____
Company _____	Position _____ Years Known _____
Name _____	Phone Number _____
Company _____	Position _____ Years Known _____
Name _____	Phone Number _____
Company _____	Position _____ Years Known _____



**Work Experience** (beginning with your most recent position)

Company Name	Telephone
Name of Direct Supervisor	Employment Dates
May we contact for a reference <input type="checkbox"/> Yes <input type="checkbox"/> No	Hourly Pay/ Salary
Reason for leaving	Job Title
List the jobs you've held, duties performed, skills used or learned, advancements or promotions while you worked at this company.	

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Why do you want to work at Munford Animal Hospital, LLC?

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What aspect of working with animals appeals to you the most? What aspect are you most uncomfortable with regarding working with animals?

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Did you complete this application yourself?  Yes  No  
If not, who did? \_\_\_\_\_

If the applicant would like to submit more information, please

**Thank you for your application. Due to the high volume of applicants, we request that you DO NOT CALL to check the status of your application. If you are considered for an interview, an employee of Munford Animal Hospital, LLC will notify you by telephone. Inquiries by telephone, e-mail or in person will not be returned. We appreciate your understanding in this matter.**

### **Agreement**

I certify that all the information on this application is accurate and complete to the best of my knowledge and understand that misleading or false statements will constitute enough cause for refusal of hire or termination of my employment.

I understand that neither the acceptance of this application nor the subsequent entry into any type of employment relationship with Munford Animal Hospital, LLC creates an actual or implied contract of employment. I understand that, if I accept employment with Munford Animal Hospital, LLC, it will be on an at-will basis. This means that either Munford Animal Hospital, LLC or I have the right to terminate the employment relationship at any time, for any reason, with or without cause.

I authorize Munford Animal Hospital, LLC to investigate information concerning my education, employment experiences and all other aspects of my background relevant to my proposed employment. I release Munford Animal Hospital, LLC and its employees from all liability arising from such investigation.

Signature of Employment \_\_\_\_\_