

EMPLOYMENT HISTORY

List the most recent employer, or last employer, first. Include military service or any self-employed or unemployed periods.

Employment History

Company _____
Address _____
Telephone Number _____
Date Employed _____

Last Position Held _____ From _____ To _____ Last Salary _____

Last Supervisor's Name _____

Why Did You Leave? (Be Specific) _____

Liked Most About Job? (Be Specific) _____

Liked Least About Job? (Be Specific) _____

Past Employer(s)

Company _____
Address _____
Telephone Number _____
Date Employed _____

Last Position Held _____ From _____ To _____ Last Salary _____

Last Supervisor's Name _____

Why Did You Leave? (Be Specific) _____

Liked Most About Job? (Be Specific) _____

Liked Least About Job? (Be Specific) _____

Past Employer(s)

Company _____
Address _____
Telephone Number _____
Date Employed _____

Last Position Held _____ From _____ To _____ Last Salary _____

Last Supervisor's Name _____

Why Did You Leave? (Be Specific) _____

Liked Most About Job? (Be Specific) _____

Liked Least About Job? (Be Specific) _____

EDUCATIONAL BACKGROUND

If You Attended High School

Name of High School: _____ City and State _____
Graduated? Yes No

If You Attended College

Last College Attended: _____ Graduated? Yes No
Major Course of Study _____ Degrees (if applicable) _____

Specialized Education And Training

Do you have any other kind of training? (Please include seminars and workshops) Yes No

If "yes", please describe _____

OTHER INFORMATION

Driver's License Number _____ Are you at least 18 years of age? Yes No

Have you ever been known by a different name? Yes No

If "yes", please describe _____

Have you ever been convicted of a crime or a violation other than a minor traffic violation in the last 7 years?

Yes No

If "yes", please describe _____

Are you legally eligible to work in the U.S.?

Yes No

Document Number (if applicable) _____

Can you perform the essential functions (as listed below) for the job for which you have applied? Yes No

Kennel Technician

- Ability to handle and to restrain animals using appropriate procedures.
- Ability to walk animals in all types of weather
- Ability to clean and maintain kennels, cages, runs and stalls, including lifting cage grates in and out of bathtub and cages. Perform general cleaning in treatment, reception and surgery rooms to control the spread of disease. Wash and sterilize water and food bowls.
- Ability to observe animal appearance and activity for general physical condition, obvious signs of illness, disease and discontent.
- Regular attendance and timeliness are an essential function in order to fulfill the requirements of this position.
- Strong communication and client service skills. Considerable tact and diplomacy is required. Ability to work with clients and patients in a professional, friendly, hospitable manner.
- Work well with all employees and ensure that your actions support the hospital, the doctors, and the medicine that we practice.
- Perform general physical activities that require bending, standing, stooping, moving from room to room, sit, talk, and listen; may be required to walk or stand for long periods of time; will use hands to manipulate, handle, or feel; will reach with hands and arms.
- Frequently lift, carry dogs weighing 50 lbs. Walk, restrain and handle dogs weighing up to 150lbs

Receptionist

- Professionally administer all phone calls - answering client inquiries in a prompt and friendly manner, scheduling appointments, recording messages
- Requires strong communication and client service skills. Considerable tact and diplomacy is required. Ability to greet clients in a professional, friendly, hospitable manner - check clients in, discharge patients
- Collect client fees, post and record payments, make change, process credit card transactions and run end of day transactions
- Input data into computer software system correctly
- Open and close practice

- Perform a variety of clerical duties, mailings, cleaning, organizing reception area, type memos, correspondence, reports and other documents
- Ability to multi-task
- Regular attendance and timeliness are an essential function in order to fulfill this requirements of this position
- Perform general physical activities that require bending, standing, stooping, moving from room to room, sit, talk, and listen; may be required to walk or stand for long periods of time; will use hands to manipulate, handle, or feel; will reach with hands and arms
- The employee must be able to occasionally / frequently lift and/or move up to 50 pounds.

Exam Room Assistant/CVT

- Receive, handle and treat patients with skill, compassion and care including monitoring during anesthesia, administering fluids, assisting in diagnosing, surgery and general and specialized nursing care
- Accurately perform laboratory tests
- Ability to observe animal appearance and activity for general physical condition, obvious signs of illness, disease and discontent.
- Regular attendance and timeliness are an essential function in order to fulfill this requirements of this position
- Strong communication and client service skills. Considerable tact and diplomacy is required. Ability to work with clients and patients in a professional, friendly, hospitable manner
- Work well with all team members and ensure that your actions support the hospital, the doctors, and the medicine that we practice
- Perform general physical activities that require bending, standing, stooping, moving from room to room, sit, talk, and listen; may be required to walk or stand for long periods of time; will use hands to manipulate, handle, or feel; will reach with hands and arms.
- Frequently lift, carry dogs weighing 50 lbs. Walk and handle dogs weighing up to 150 lbs.

What accommodation, if any, do you need to perform this work? _____

Are you legally on any kind of medication that would affect your ability to perform this job? Yes No
 If "yes", please describe _____

REFERENCES

Give names of two people, not relatives or former employees, who have known you for five years.

Name _____	Name _____
Current Address _____	Current Address _____
City/State/Zip _____	City/State/Zip _____
Home Phone Number _____	Home Phone Number _____
Number of Years Known _____	Number of Years Known _____

IN CASE OF EMERGENCY

Name _____	Home Phone _____
Current Address _____	Work/Message Phone _____

CONDITIONS OF EMPLOYMENT

Fairview Hospital for Animals sets a high standard for its employees. We require compliance with these standards as a condition of employment. You need to carefully consider what will be required before considering a position with us. As an employee of Fairview Hospital for Animals you would be expected to comply in full. You need to know and understand that Fairview Hospital for Animals will require you to:

Job Expectations

- Meet the performance standards of the position.
- Work the hours scheduled and report to work on time.
- Take direction from supervisors and execute that direction to the best of your ability.
- Maintain a positive, enthusiastic attitude at all times. Be a cooperative member of the staff.
- Train, as needed, to keep a high performance level on your job.

Personal Appearance

- Maintain a business-like, professional appearance (dress and grooming)

Would you be able to comply with all the requirements as listed? Yes No

If “no” or you have any concerns about being able to comply with any of these requirements, please explain:

ACKNOWLEDGEMENTS & AGREEMENTS

ALL APPLICANTS – Please read the following and address any questions to the Office Manager.

I hereby authorize all personnel, schools, companies, corporations, credit bureaus and law enforcement agencies to supply any and all information pertinent to my employment and release the same from any liability resulting from providing such information. Fairview Hospital for Animals has my permission to make said inquiries and I hereby release Fairview Hospital for Animals from any liability in making said request or in relying on the information received.

I understand that satisfactory reports are a condition of my employment with Fairview Hospital for Animals. I further understand that my employment with Fairview Hospital for Animals will be terminated if management determines that said reports are unsatisfactory.

I also acknowledge that from time to time, Fairview Hospital for Animals may be required to submit certain information with regard to my employment or application for employment. I hereby release the Fairview Hospital for Animals, its agents, assigns and subsidiaries from any liability from submitting such information.

I hereby certify that all statements and answers made on this Employment Agreement are complete and true. I understand that if subsequent to employment any of such statements and/or answers is found to be false or that information is omitted, such false statements or omissions will be considered grounds for termination of my employment.

Applicant Signature

Date