



# EMPLOYMENT APPLICATION

Please fill out the form completely and clearly **print** all information here except signature. We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, handicap, disability, sexual orientation, national origin, marital or veteran status, or any other characteristic protected by applicable state, federal, or local law. No question on this application is used for the purpose of limiting or excluding any applicant’s consideration for employment on any basis prohibited by federal, state, or local laws. Applicants must be able to lift a minimum of 40 lbs.

## PERSONAL INFORMATION

\_\_\_\_\_  
DATE

\_\_\_\_\_  
LAST NAME FIRST NAME

\_\_\_\_\_  
STREET ADDRESS CITY STATE ZIP

\_\_\_\_\_  
PHONE EMAIL

## EMPLOYMENT

\_\_\_\_\_  
POSITION APPLIED FOR \$ \_\_\_\_\_ / Hour  
RATE OF PAY EXPECTED

How did you hear about this opening? \_\_\_\_\_

Are you looking for full-time employment?  Yes  No

If yes, are you willing to be considered for part-time employment?  Yes  No

For part-time work, please indicate number of hours per week desired: \_\_\_\_\_ hours/week

Availability (*Check all that apply*): Weekdays  Evenings  Saturdays

What hours are you *not* available? \_\_\_\_\_

If your application is considered favorably, on what date will you be available to start? \_\_\_\_\_  
Month / Date

Are you legally eligible for employment in the USA?  Yes  No

Have you ever applied to NorthPaws Veterinary Center before?  Yes  No If yes, when? \_\_\_\_\_

Because we are a health care facility, we maintain a strict “no smoking on the premises” policy. This includes electronic devices. Can you adhere to this policy?  Yes  No

## EDUCATION

Name of School/Location	Graduated	Degree Obtained	# of Years Attended
<i>High School Name</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>College/University Name</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>Other (Graduate/Technical)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Current professional licenses, certifications or registrations:

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Additional skills, including but not limited to: computer, math, typing, supervisory, language, or any other information you'd like to bring to our attention. Please list any veterinary software you have used:

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Please describe your qualifications (your background and experience) that make you a good candidate for this position.

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Describe your educational background including majors, minors and areas of special interest or study.

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Why do you want to work at NorthPaws?

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Describe a specific situation where you have provided excellent customer service in your most recent position. Why was this effective?

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**WORK HISTORY** List your employers, starting with your most recent one first. Please include any non-paid/volunteer experience which is related to the job for which you are applying. **Please complete even if you attach a resume.** Be sure all your experience and employers related to this job are listed here or use an extra sheet of paper if necessary.

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COMPANY NAME \_\_\_\_\_ COMPANY ADDRESS \_\_\_\_\_ COMPANY PHONE \_\_\_\_\_

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JOB TITLE \_\_\_\_\_ EMPLOYMENT DATES (Month/Year – Month/Year) \_\_\_\_\_

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List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

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REASON FOR LEAVING \_\_\_\_\_

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SUPERVISOR NAME/TITLE \_\_\_\_\_ PHONE \_\_\_\_\_

MAY WE CONTACT HIM/HER FOR A PROFESSIONAL REFERENCE?  YES  NO NOTES: \_\_\_\_\_

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COMPANY NAME \_\_\_\_\_ COMPANY ADDRESS \_\_\_\_\_ COMPANY PHONE \_\_\_\_\_

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JOB TITLE \_\_\_\_\_ EMPLOYMENT DATES (Month/Year – Month/Year) \_\_\_\_\_

---

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

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REASON FOR LEAVING \_\_\_\_\_

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SUPERVISOR NAME/TITLE \_\_\_\_\_ PHONE \_\_\_\_\_

MAY WE CONTACT HIM/HER FOR A PROFESSIONAL REFERENCE?  YES  NO NOTES: \_\_\_\_\_

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COMPANY NAME \_\_\_\_\_ COMPANY ADDRESS \_\_\_\_\_ COMPANY PHONE \_\_\_\_\_

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JOB TITLE \_\_\_\_\_ EMPLOYMENT DATES (Month/Year – Month/Year) \_\_\_\_\_

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List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

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REASON FOR LEAVING \_\_\_\_\_

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SUPERVISOR NAME/TITLE \_\_\_\_\_ PHONE \_\_\_\_\_

MAY WE CONTACT HIM/HER FOR A PROFESSIONAL REFERENCE?  YES  NO NOTES: \_\_\_\_\_

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COMPANY NAME \_\_\_\_\_ COMPANY ADDRESS \_\_\_\_\_ COMPANY PHONE \_\_\_\_\_

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POSITION HELD \_\_\_\_\_ EMPLOYMENT DATES (Month/Year – Month/Year) \_\_\_\_\_

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List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

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REASON FOR LEAVING \_\_\_\_\_

SUPERVISOR NAME/TITLE

PHONE

MAY WE CONTACT HIM/HER FOR A PROFESSIONAL REFERENCE?  YES  NO

NOTES: \_\_\_\_\_

### Acknowledgement of Background Screening

NorthPaws Veterinary Center may request background information about you from a consumer reporting agency in connection with your employment application and for employment purposes. The types of information that may be obtained include, but are not limited to: social security number verifications; credit reports; criminal records checks; public court records checks; educational records checks; employment verifications; personal and professional references checks; licensing and certification records checks; drug testing results; etc. **Any information obtained will be used only for background screening purposes and will not be taken into consideration in any employment decisions.**

I understand that NorthPaws will require additional written permission prior to performing a background screen, and that this disclaimer serves to notify me that a background screen will be necessary in order to complete my application process.

\_\_\_\_\_  
APPLICANT INITIAL HERE

### At-Will Employment Statement

I understand that employment at NorthPaws Veterinary Center is "at-will", and neither the employee nor NorthPaws Veterinary Center enters into a contract regarding the duration of employment. Employees are free to terminate their employment with NorthPaws Veterinary Center at any time, with or without reason. Likewise, NorthPaws Veterinary Center has the right to terminate employment, or otherwise discipline, transfer, or demote the employee at any time, with or without reason, at the discretion of NorthPaws Veterinary Center.

\_\_\_\_\_  
APPLICANT INITIAL HERE

I hereby certify that the information contained on this application, or any other information I submit to NorthPaws Veterinary Center (NPVC) in connection with my application for employment, is true and correct to the best of my knowledge and agree to have any such statements or information checked by NPVC. I authorize NPVC to make a thorough investigation of my references, past employment, education, and to secure additional job-related information about me. I also authorize the references listed above, as well as all other individuals whom NPVC contacts, to provide NPVC with any and all information concerning my previous employment and any other pertinent information that they may have. Further, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to NPVC as well as from any use or disclosure of such information by NPVC or any of its agents, employees or representatives. I understand that any misrepresentation, falsification, or material omission of information on this application, or any other information I submit to NPVC in connection with my application for employment, may result in my failure to receive an offer or, if I am hired, my immediate dismissal from employment. I understand that filling out this form does not indicate that there is a position open and does not obligate NPVC to hire me.

I understand that if I am hired by NPVC, my employment will be "at-will" and, just as I will be free to resign at any time, NPVC reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no employee or representative of NPVC has any authority to enter into a contract of employment, express or implies, that changes or modifies in any way such employment at-will. I also understand that I am required to abide by all rules, regulations and policies of NorthPaws Veterinary Center.

\_\_\_\_\_  
APPLICANT NAME (PRINT)

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

\*\*To complete the employment application process, please submit:

- 1.) Application 2.) Cover Letter 3.) Current Resume

*NorthPaws Veterinary Center Use Only:*  
Date Received: \_\_\_\_\_  
Received By: \_\_\_\_\_