

Casper Animal Medical Center

Application for Employment

In all our employment practices, including hiring, we are firmly committed to equal opportunity without regard to race, religion, color, sex, age, national origin, citizenship, handicap, or any other basis of discrimination prohibited by applicable local, state, or federal law. No question on this application will be used for the purpose of limiting or excluding any applicant's consideration for employment on such grounds.

Date _____

Name: _____ Last four digits of Social Security #: _____
Last First Middle

Address: _____
Number Street City State Zip

Home Phone (with area code): _____ Cell Phone (with area code): _____

Work Phone (with area code): _____ Best time to reach you?: _____

Would you be known to a reference by any other name? Yes / No If yes, please specify: _____

Are you at least 18 years old? Yes / No If no, how old are you?: _____

Specific position/s desired? (a response of "any" is not acceptable): _____

Desired starting salary?: _____ Date available to start?: _____

Please tell us who referred you to us (give friend's name, specify advertisement, etc.): _____

Have you ever filed an application with us, or been employed here before? Yes / No If so, when?: _____

Have you ever been convicted of a crime (including any guilty or no-contest pleas), and/or received any type of sentence, including but not limited to, probation? (Exclude any minor traffic violations.): Yes / No (A "yes" answer is not an automatic bar to employment; all circumstances will be considered.)

If yes, please give all details: _____

Education	Name/Address of School	Graduated?	Course/Major
High School	_____	Y / N	_____
College	_____	Y / N	_____
Graduate School	_____	Y / N	_____
Other	_____	Y / N	_____

Please indicate available hours:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Professional Licenses:

Type	State	License #	Expiration Date	Suspended/Revoked?	Current Status
_____	_____	_____	_____	Y / N _____	_____
_____	_____	_____	_____	Y / N _____	_____
_____	_____	_____	_____	Y / N _____	_____

.....
Employment History: *List your last 3 jobs, starting with the most recent. Please complete this section even if you submit a resume'.*

Employer Name: _____ Phone #: _____
Dates Employed: from (month/year) _____ to (month/year) _____
Address: _____
Job Title: _____ Salary: _____ Supervisor: _____
Duties: _____
Reason for leaving or intent to leave: _____
May we contact for a reference?: Y / N If no, please explain: _____

Employer Name: _____ Phone #: _____
Dates Employed: from (month/year) _____ to (month/year) _____
Address: _____
Job Title: _____ Salary: _____ Supervisor: _____
Duties: _____
Reason for leaving or intent to leave: _____
May we contact for a reference?: Y / N If no, please explain: _____

Employer Name: _____ Phone #: _____
Dates Employed: from (month/year) _____ to (month/year) _____
Address: _____
Job Title: _____ Salary: _____ Supervisor: _____
Duties: _____
Reason for leaving or intent to leave: _____
May we contact for a reference?: Y / N If no, please explain: _____

Please explain any significant gaps in employment: _____

Is there any reason you will not be able to perform all duties of the job/s for which you are applying? Y / N

If yes, please give details: _____

List any specific skills, training, etc. that would be beneficial to this job?: _____

How many sick days do you anticipate requiring annually?: _____

Have you missed any time from work due to surgery, illnesses, accidents, etc.? If so, please explain: _____

Number of days worked while sick?: _____

What did you like *most* about your last job?: _____

What did you like *least* about your last job?: _____

What is it about this job opportunity that interests you?: _____

Authorization:

Please fully read and understand the text below. Initial next to each paragraph; sign and date at the bottom.

____ 1. I acknowledge and attest that the information on this application is correct and complete to the best of my knowledge. I understand that the falsification or omission of any material information on the application or in the interviewing process or on my resume' – if I receive a job offer – may be considered sufficient cause for immediate termination. I understand that this application will then be no longer active and I will receive no further consideration once the position for which I am applying has been filled.

____ 2. I authorize the company to research and investigate – through the references I have applied, as well as any other lawful channels – my employment history, education, skills, and any other matter related to my qualifications for the position applied for. Further, I hereby release the company, and all my past employers, all my past educational institutions, and all other individuals, corporations, partnerships, and organizations from any claims, demands, suits, and/or liabilities arising from, or in any way related to, such research, investigation, and/or disclosure.

____ 3. I acknowledge and agree that in order to enable the company to determine whether I possess the skills and other personal qualities necessary to qualify for the position I am applying for, the company may engage in a testing and interview process. The tests may include, but not be limited to, those that measure intelligence, aptitude, and personality traits necessary to meet the requirements of the position. These include, but are not limited to, the company's standards for performance, interpersonal relations, and competence on the job. Accordingly, I hereby release the company and all company employees, representatives, Associated testing services, and any/all other individuals, corporations, partnerships, and organizations from any and all claims, demands, suits, and/or liabilities, including – but not limited to – claims based on any state or federal rights of privacy arising from, or in any way related to, such testing and interview processes.

____ 4. I acknowledge and agree that in the event of any claim or dispute that arises from any submissions of this application that cannot be resolved by initial direct communication between myself and the company, the claim or dispute shall be settled by binding arbitration. The American Arbitration Association (AAA) shall arbitrate such dispute unless another third party arbitrator is agreed upon in writing by both parties. In the event I am hired by the company, then its published policies and procedures for resolution, mediation, and arbitration of disputes with employees – including, but not limited to, those stated in the company's employment agreement – shall replace this agreement in arbitration.

____ 5. I acknowledge and agree that nothing in neither this application nor in communication between me and the company representative or associates during the application, interview, and/or testing process is intended to create an offer of employment or a contract of employment between me and the company. I further acknowledge and agree that if hired by the company, nothing in neither this application nor in communication between me and the company representatives or associates during the application, interview, and/or testing process and nothing in my employment is intended to create, or should be construed to create, anything other than employment for no definite or determinable period, and employment may be terminated by either me or the company at any time, for any reason, or no reason at all without prior notice. I further acknowledge and agree that no promises or representations contrary to any of the points made in these five numbered paragraphs are binding on the company, unless stated in writing and signed by me and an authorized company representative.

Date: _____ Signature: _____

Interview by: _____ Date: _____

***** FOR OFFICE USE – DO NOT WRITE BELOW THIS LINE *****

Notes: _____

