

Animal Hospital at Rice Hope

Job Guidelines

- 1) Our hospital has a **zero** tolerance policy on tobacco use, drug use, theft and disrespectful behavior towards other staff, clients, and patients.
- 2) We are looking for experienced technicians only preferably at least 1 year of experience. We are only hiring technicians thus you will be responsible for all the jobs in a hospital. This includes but is not limited to: reception, kennel duties, surgery, inventory, cleanliness of the facility inside and out, and all customer service needs.
- 3) You must have a flexible schedule for our facility has to have staff 7 days a week 365 days a year to care for boarding pets and hospitalized patients.
- 4) We are looking for staff that will grow with our facility and want to be part of a team.
- 5) Must be physically capable of lifting a minimum of 50lbs, restraining 100+ lbs, and standing for long intervals without sitting. This is a very physical job.

January 2010

EMPLOYMENT APPLICATION

Applications are considered without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.

PERSONAL INFORMATION:

Date _____ Start Date _____

Full Time Part Time Temporary Referral Source _____

Name: _____

Business Name: _____ Form of Entity: _____

Street Address: _____ Phone: _____

City/State/Zip: _____ SSN: _____

Have you ever been convicted of or charged with a felony or misdemeanor: Yes No If yes, please explain details in full, including dates, details of offense(s) charged, jurisdiction and disposition of case:

Have you, or any person or entity with whom you have been associated with, filed for bankruptcy, been declared bankrupt or insolvent or been the subject of any receivership proceedings within the last 7 years?

Yes No

If Yes, please provide full details, including dates, places, amounts involved and disposition:

EDUCATION:

Schools/Colleges Attended:	# Years Degree	Year Grad	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EMPLOYMENT/WORK EXPERIENCE: Start with your present or most recent position. Include military service assignments and volunteer activities. Exclude organization names that indicate race, color, religion, sex or national origin.

Employer: _____

Job Title: _____ Supervisor: _____

Street Address: _____

City/State/Zip: _____ Phone: _____

Describe Duties/Responsibilities/Accomplishments: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): From _____ To _____

Employer: _____

Job Title: _____ Supervisor: _____

Street Address: _____

City/State/Zip: _____ Phone: _____

Describe Duties/Responsibilities/Accomplishments: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): From _____ To _____

Employer: _____

Job Title: _____ Supervisor: _____

Street Address: _____

City/State/Zip: _____ Phone: _____

Describe Duties/Responsibilities/Accomplishments: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): From _____ To _____

BUSINESS REFERENCES: Please provide individual and company names, position, addresses and phone numbers for 3 business references.

Name: _____

Company: _____

Street Address: _____

Position: _____

City/State/Zip: _____ Phone: _____

Name: _____

Company: _____

Street Address: _____

Position: _____

City/State/Zip: _____ Phone: _____

Name: _____
Company: _____
Street Address: _____
Position: _____
City/State/Zip: _____ Phone: _____

PERSONAL REFERENCES: Please provide names, addresses, phone numbers, relationship and how long known for 3 personal references.

Name: _____
Relationship: _____
Street Address: _____
How long: _____
City/State/Zip: _____ Phone: _____

Name: _____
Relationship: _____
Street Address: _____
How long: _____
City/State/Zip: _____ Phone: _____

Name: _____
Relationship: _____
Street Address: _____
How long: _____
City/State/Zip: _____ Phone: _____

SPECIAL SKILLS: Describe any special skills or qualifications for this work:

I CERTIFY that the above answers are true and complete to the best of my knowledge. I authorize Animal Hospital at Rice Hope Inc, to investigate any statement contained in this application, and to obtain a credit report on me (and my company if this application is for reselling by a company) as necessary to determine my qualifications. I understand that this application is not and is not intended to be any kind of contract or agreement. In the event of employment, I understand that any false or misleading information given in my application, correspondence, discussions or interview may result in immediate termination. I understand also, that I am required to abide by all rules, regulations and policies of Animal Hospital at Rice Hope Inc.

Signed: _____
Date: _____

FOR _____ USE ONLY:

Arrange Interview: Yes No Date: _____ Place: _____

Remarks: _____

Approved: Yes No Date: _____

By: _____

Animal Hospital at Rice Hope

Job Application Questions

January 2010

1 Why do you want to work for our hospital?

2 Have you ever had any responsibilities other than your job description (ie supervisory positions, ordering inventory etc)?

3 Where and what would like to be doing in 5 years?

4 How long have you been a technician?

5 What is your number one flaw in the workplace?

6 What is your number one strength in the workplace?

7 Have you ever had a conflict with a supervisor? How did you handle this conflict?

8 When you make a mistake at work, how do you handle the situation?

9 Have you ever dealt with a difficult client? How did you handle the situation?

10 In one word why are you looking for a new job, or changing jobs?

CRIMINAL HISTORY CHECK CONSENT FORM

I, _____, hereby authorize {Animal Hospital at Rice Hope Inc} to obtain information pertaining to any charges and/or convictions I may have had for violation of municipal, county, state or federal laws. This information will include, but not be limited to, allegations regarding and convictions for crimes committed upon minors and will be gathered from any law enforcement agency of this state or any state or federal government, or from third-party providers of information originally obtained from law enforcement or court records.

I understand that I will be given an opportunity to challenge the accuracy of any information received that appears to implicate me in criminal activities. To facilitate this challenge, I will be told the nature of the information and the agency from which it was obtained. It will be my responsibility to contact that agency. I further understand that until {Animal Hospital at Rice Hope Inc} receives notification from that agency clearing me, my application will be deferred.

As an applicant for a {Animal Hospital at Rice Hope Inc} staff position, I hereby attest to the truthfulness of the representations I have made. Except as I have disclosed, I have not been found guilty of, or entered a plea of nolo contendere or guilty to any offense similar to those listed on the application. Further, other than for the offenses I have disclosed, I have not had a finding of delinquency or entered a plea of nolo contendere or guilty to a petition of delinquency under the juvenile laws of this state or of any other state for any acts similar in nature to those listed on the application.

I further attest that I have not been judicially determined to have committed abuse or neglect of a child; nor do I have a confirmed report of child abuse or neglect or exploitation which has been uncontested or upheld administratively under the laws of this or any other state.

I understand that I must be truthful and, if any statement I have made is found to be false, I will be denied a {Animal Hospital at Rice Hope Inc} or, if already accepted, terminated from my {Animal Hospital at Rice Hope Inc } position.

_____ Date: _____
(Signature of the Applicant)

Full Name of the Applicant: _____
Date of Birth: _____ Sex: _____ Race: _____
Social Security Number: _____
Driver's License Number: _____
State of Issuance: _____
Date of Expiration: _____

DRUG TESTING POLICY DISCLOSURE AND CONSENT FORM POLICY

All new employees will be hired subject to passing a drug test prior to the date of employment. Any applicant who tests positive for illegal use of drugs will not be hired.

Any applicant who refuses to submit to a drug test or who interferes with the test will not be hired.

An applicant who has received a tentative job commitment from { Animal Hospital at Rice Hope Inc} will have the opportunity, prior to testing at the lab, to list all prescriptions and non-prescription drugs used and their purpose during the last 30 days. Applicants subject to testing must sign, prior to testing, an approved form consenting to the testing and consenting to the release of test results to the designated official.

CONSENT FORM

AS AN APPLICANT FOR A POSITION OF EMPLOYMENT WITH {Animal Hospital at Rice Hope Inc}, I HEREBY CONSENT TO A TEST FOR THE PRESENCE OF ILLEGALLY USED SUBSTANCES IN MY BODY. I UNDERSTAND THAT SHOULD THE PRESENCE OF ANY ILLEGALLY USED SUBSTANCE BE DETECTED AND CONFIRMED, I WILL NOT BE HIRED. I ALSO UNDERSTAND THAT SHOULD I REFUSE TO BE TESTED IN ACCORDANCE WITH THE ABOVE POLICY OR IF I INTERFERE WITH THE TEST, I WILL NOT BE HIRED.

I ALSO CONSENT TO THE RELEASE OF THESE TEST RESULTS TO A DESIGNATED COMPANY OFFICIAL, AND AGREE TO HOLD {Animal Hospital at Rice Hope Inc} HARMLESS FROM ANY SUCH RELEASES PROVIDED FOR HEREBY.

APPLICANT SIGNATURE

Date: _____