



APPLICATION FOR EMPLOYMENT

East Atlanta Animal Clinic is an Equal Opportunity Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

PLEASE TYPE OR PRINT. Complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate "See Resume.")

Position Desired:	Name (Last, First, Middle initial):		Other names under which you have attended school or been employed:		
Street Address:		City, State & Zip:			
Home Phone:	Mobile Phone:	Emergency Contact:	Emergency Contact Phone:		
Are you eligible to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Are you 18 years of age or older?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you ever been employed by East Atlanta Animal Clinic?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, dates of employment & reason for leaving:			
Are you related to any current East Atlanta Animal Clinic employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, their name & their relationship to you?			
How did you learn about this employment opportunity at East Atlanta Animal Clinic? Check all that apply:					
<input type="checkbox"/> Walk-in	<input type="checkbox"/> Website	<input type="checkbox"/> GVMA	<input type="checkbox"/> Craigslist	<input type="checkbox"/> Indeed	<input type="checkbox"/> LinkedIn
<input type="checkbox"/> Referral by employee: _____ <input type="checkbox"/> Client: _____ <input type="checkbox"/> Other: _____					

EDUCATION:

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	If Yes, date of Graduation	Degree received	Major
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Other School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying.						



SKILLS: Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)

WORK EXPERIENCE:

Please detail your entire work history for the last three employers or the last five years (whichever is greater). Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments. **PLEASE DO NOT** complete this information with the notation "See Resume."

PLEASE NOTE: East Atlanta Animal Clinic reserves the right to contact all current and former employers for reference information.

Dates Employed (most recent position) From: To		<input type="checkbox"/> Full time <input type="checkbox"/> Part-time: hours per week -	Title:
Starting Salary:		Organization Name and Address:	
Final Salary:			
Supervisor's Name/Title		Organization Phone #:	Reason for Leaving:
Dates Employed From: To		<input type="checkbox"/> Full time <input type="checkbox"/> Part-time: hours per week -	Title:
Starting Salary:		Organization Name and Address:	
Final Salary:			
Supervisor's Name/Title		Organization Phone #:	Reason for Leaving:



Dates Employed From: _____ To: _____	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time: hours per week - _____	Title: _____
Starting Salary: _____	Organization Name and Address: _____	
Final Salary: _____		
Supervisor's Name/Title _____	Organization Phone #: _____	Reason for Leaving: _____

**PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND
AND ACCEPT THIS INFORMATION:**

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize East Atlanta Animal Clinic to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. If requested, I agree to submit to a criminal background investigation, and/or screening for illegal substances upon conditional offer of employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that employees of East Atlanta Animal Clinic serve at-will, and the employment relationship may be terminated at any time by either party, or any or no reason, other than a reason prohibited by law. If employed, I will be required to furnish proof of eligibility to work in the United States. I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice.

Applicant Signature: _____

Date: _____