



**Garden Oaks Veterinary Clinic**  
**3408 N. Shepherd Drive**  
**Houston, TX, 77018**  
**(713) 659-0650**  
**www.gardenoaksvet.com**

## APPLICATION FOR EMPLOYMENT

### NAME AND ADDRESS

Name \_\_\_\_\_  
 Last First Middle Social Security

Current Address \_\_\_\_\_  
 Number Street  
 \_\_\_\_\_  
 City County State Zip Code No. of Years Here

Primary Phone \_\_\_\_\_ Primary Phone Type \_\_\_\_\_

Email Address \_\_\_\_\_

Former Address \_\_\_\_\_  
 Number Street  
 \_\_\_\_\_  
 City County State Zip Code No. of Years There

### POSITION DESIRED

What position are you applying for? \_\_\_\_\_

Salary Expectations: \_\_\_\_\_

### WORK SCHEDULE

What type of employment?  Full Time  Part Time  Temporary  
 When could you start employment? \_\_\_\_\_  
 What schedule are you available to work? (include a.m. or p.m.)

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
From	To	From	To	From	To	From	To	From	To	From	To	From	To

### EMPLOYMENT STATUS

Are you currently employed?  Yes  No  
 Is your intent to continue at your current job if you work here?  Yes  No  
 Are you currently a student?  Yes  No  
 If "yes", what impact does this have on your availability for work?

Are there any commitments, activities, hobbies, vacation plans, etc. that could affect your ability to work here?  
 Yes  No

If "yes", please explain \_\_\_\_\_



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**EMPLOYMENT HISTORY**

List the most recent employer, or last employer, first. Include military service or any self-employed or unemployed periods. You *must* account for the past ten (10) years or since completing school, whichever is less. Use additional pages if necessary.

Employment History

Company \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Date Employed \_\_\_\_\_  
From To

Last Position Held \_\_\_\_\_ 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 \_\_\_\_\_  
From To

Last Position Held \_\_\_\_\_ Last Salary \_\_\_\_\_

Last Supervisor's Name \_\_\_\_\_

Why Did You Leave? *(Be Specific)* \_\_\_\_\_

Liked Most About Job? *(Be Specific)* \_\_\_\_\_

Liked Least About Job? *(Be Specific)* \_\_\_\_\_



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EMPLOYMENT HISTORY, CONT'D.

Employment History

Company \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Date Employed \_\_\_\_\_  
From To

Last Position Held \_\_\_\_\_ 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 \_\_\_\_\_  
From To

Last Position Held \_\_\_\_\_ Last Salary \_\_\_\_\_

Last Supervisor's Name \_\_\_\_\_

Why Did You Leave? *(Be Specific)* \_\_\_\_\_

Liked Most About Job? *(Be Specific)* \_\_\_\_\_

Liked Least About Job? *(Be Specific)* \_\_\_\_\_



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**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 or 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 explain \_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of a crime or a violation other than a minor traffic violation?  Yes  No

If "yes", please explain \_\_\_\_\_

\_\_\_\_\_

Are you legally eligible to work in the U.S.?  Yes  No

Document Number (if applicable) \_\_\_\_\_

Can you perform the essential functions for the job for which you have applied?  Yes  No

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

\_\_\_\_\_



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#### CONDITIONS OF EMPLOYMENT

Garden Oaks Veterinary Clinic 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 a team member of Garden Oaks Veterinary Clinic, you would be expected to comply in full. You need to know and understand that Garden Oaks Veterinary Clinic 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:

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#### ACKNOWLEDGEMENTS & AGREEMENTS

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

I acknowledge that Garden Oaks Veterinary Clinic may request either prior to and/or after employment that I undergo drug testing. I consent and agree to any such testing, if required, now or in the future. I understand that when pre-employment drug testing is required, a satisfactory result is a condition of employment with Garden Oaks Veterinary Clinic.

I give my consent for Garden Oaks Veterinary Clinic to contact my previous and/or present employers after the interview process and prior to any official employment offer being made. My consent acknowledges that I take this application process seriously. I am willing, ready, and prepared to begin a new career at Garden Oaks Veterinary Clinic should I be offered employment. I understand that if I do not give my consent for this, I may not be considered a qualified applicant for this position.

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

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Applicant Signature

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Date