

# Lafayette Veterinary Care Center

## Application for Employment

Date: \_\_\_\_\_ Position Applied For: \_\_\_\_\_

### Personal

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Name (First, Middle & Last): \_\_\_\_\_

Address: \_\_\_\_\_ Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Primary Phone Number: \_\_\_\_\_ Secondary Phone Number: \_\_\_\_\_

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

As necessary for the job, please select if you are over the following ages (years). Select One: 16\_\_ 18\_\_ 21\_\_

Are you eligible for employment in the U.S.? Yes/No (circle one) Do you have a valid work permit? Yes/No

Have you ever been convicted of a felony? If yes, please explain: \_\_\_\_\_

*Attach additional pages if necessary*

Have you been previously employed by this organization? \_\_\_\_\_ If yes, when? \_\_\_\_\_

List any friends or relatives working here: \_\_\_\_\_

Do you have any physical conditions that would limit your performance of the job which you are applying for? If yes, please explain. \_\_\_\_\_

Do you consent to pre-employment drug screening? Yes/No

### Availability

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Are you seeking a permanent position? Yes/No Available for full time or part time? \_\_\_\_\_ (no. hrs/wk) \_\_\_\_\_

Expected rate of pay \$ \_\_\_\_\_/HR When would you be available to start work if hired? \_\_\_\_\_

Please list your hours of availability for work for each weekday below:

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_ Sat/Sunday \_\_\_\_\_

Additional comments regarding work availability: \_\_\_\_\_

### Education

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	<i>Location</i>	<i>Years Completed</i>	<i>Field of Study</i>	<i>Graduate or Degree</i>
<i>High School/GED</i>	_____	_____	_____	_____
<i>College/University</i>	_____	_____	_____	_____
<i>Business/Technical</i>	_____	_____	_____	_____

*Additional Training:* \_\_\_\_\_

Please list any professional licenses, certifications or registrations: \_\_\_\_\_

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**Employment History**

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*Beginning with the most recent, list below all past employers*

Name of Company: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Exact Job Title: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Dates of employment: From: \_\_\_\_\_ To: \_\_\_\_\_ Earnings at Hire: \$\_\_\_\_\_/Hr. At Termination: \$\_\_\_\_\_/Hr.

Description of Duties: \_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ May we contact this employer to confirm employment? Yes/No

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**Information to the applicant:** As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. As necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the US, submit to a post-hire drug test, or to sign a employment agreement and conflict of interest agreement and abide by enclosed terms. I understand and agree to the information shown above:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please complete the following self assessments to the best of your ability without assistance. Submit with your employment application when complete.**

List your four best assets:

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

List your four weaknesses or challenges:

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

Describe two separate personal or professional accomplishments which you are proud of:

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Check any skills or experience you have acquired:

Telephone communications

Typing

Computer Skills (General Microsoft, etc)

Handymen Skills

Use of any Veterinary Practice Management Software (Specify which) \_\_\_\_\_

Phlebotomy

Inventory Management

Other special skills (Specify) \_\_\_\_\_

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Why do you feel you would be suited for this position? \_\_\_\_\_

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What traits do you look for in a leader? \_\_\_\_\_

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Describe three job aspects that are important to you:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Do you feel you are average? \_\_\_\_\_

Do you have self confidence? \_\_\_\_\_

How do you see yourself? \_\_\_\_\_

**Help us to best understand your personality by completing the assessment below:**

People frequently complain that nobody understands them, and it is not surprising, since nobody really understands himself/herself as well as he/she would like to. It can be fun getting to know yourself better and psychologists have come up with a new and interesting way to gain further insight into the kind of person you are.

The following test is based on the findings of a series of studies conducted by psychologist Robert H. Knapp and his colleagues at Wesleyan University. Each of the phrases used in the test has been pretested on hundreds of men and women, and found to provide an amazingly accurate index to their characters. Here is a list of key phrases, which the psychologists find most effective in revealing personality.

To take the assessment, ***select only one phrase from the 18 phrases*** that most closely symbolizes the image you have of yourself.

**SELECT ONLY ONE FROM THE ENTIRE LIST OF 18 PHRASES**

GROUP A

- An electric generator
- A surging tide
- A humming teakettle

GROUP B

- A shaft of light
- A lifting melody
- A bird rising in flight

GROUP C

- A leafless tree
- A water worm pebble
- A weathered anchor

GROUP D

- A race horse
- A cracking whip
- A plunging waterfall

GROUP E

- A tangled string
- A boat lost in the midst
- A trapped moth

GROUP F

- A gentle swaying tree
- A wandering cloud
- A balloon floating in the sky

## Filing Assessment

Please arrange letter sequences in alphabetically descending order in the blanks provided to the right.

- |      |           |
|------|-----------|
| CBXA | 1. _____  |
| DDXA | 2. _____  |
| AAXC | 3. _____  |
| BAXC | 4. _____  |
| CCXA | 5. _____  |
| BBXA | 6. _____  |
| DAAX | 7. _____  |
| BBBB | 8. _____  |
| AXCB | 9. _____  |
| DAAA | 10. _____ |
| BCAX | 11. _____ |
| AABX | 12. _____ |
| DABC | 13. _____ |
| CXAB | 14. _____ |
| ABCX | 15. _____ |
| CAAX | 16. _____ |