



# Application for Employment

PawSteps Veterinary Center, Inc.  
 1700 Providence Rd  
 Northbridge, MA 01534  
 508-234-9987  
 www.pawstepsvet.com

PawSteps Veterinary Center Inc. believes that all persons are entitled to equal employment opportunity. This company will not discriminate or tolerate discrimination against any employee or applicant because of race, color, creed, religion, sex, sexual orientation as defined by law, national origin, age as defined by law, status with regard to public assistance, marital or veteran status, disability or other characteristic protected by law. Equal employment opportunity will be extended to all persons in all aspects of the employer-employee relationship, including recruitment, hiring, training, promotion, transfer, discipline, layoff, recall and termination. Disabled applicants may request any accommodation needed to enable them to complete the application process.

Date of Application: \_\_\_\_\_

PLEASE PRINT or TYPE all information requested EXCEPT for SIGNATURE

APPLICANT INFORMATION				
Last Name	First	Middle		
Address	City	State	Zip	
Home Telephone	Mobile Telephone	Email Address		
Are you legally eligible for employment in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(Proof of your identity and work authorization will be required upon employment)</i>				
Are you under 18 years of age? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, can you furnish a work permit? Yes <input type="checkbox"/> No <input type="checkbox"/>				
Have you previously applied to PawSteps Veterinary Center? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, when? _____				
List Any Required Certificates or Licenses				
State Issued				
Number				
Expiration				
An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" with respect to an inquiry herein relative to prior arrests, criminal court appearances, or convictions. An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment may answer "no record" with respect to an inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution.				
Have you ever been convicted of a felony or pleaded no contest to a felony? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, explain 1) nature of crime, 2) date of conviction, and 3) state in which convicted. (Convictions are not an automatic bar to employment.)				

POSITION APPLYING FOR	
Position Sought: _____	Salary or Hourly Rate Desired: _____
How did you learn of the position? _____	
Type of Employment Desired: Full-Time _____ Part-Time _____ Full- or Part-Time _____ Temporary _____ Seasonal/Summer _____	
Availability to Work (check all that apply): Morning _____ Afternoon _____ Evening _____ Weekends (Saturday currently)* _____ <small>*Reasonable effort is made to accommodate the religious needs of employees.</small>	
When can you start? _____	Hours per week desired? _____ Available to work overtime? Yes <input type="checkbox"/> No <input type="checkbox"/>
Any particular hours NOT available? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, when? _____	



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You may include in your work history verified work performed on a volunteer basis. A resume may not be substituted but may be included as a supplement.

PRESENT OR LAST EMPLOYER			
Name of Employer		Area Code	Telephone Number.
Address		City	State Zip Code
<b>Dates of Employment</b>	Starting Job Title / Final Job Title	Name and Title of Supervisor	
From Mo.                      Yr.	Description of Duties, Responsibilities and Significant Accomplishments		
To Mo.                      Yr.			
Starting Salary <input type="checkbox"/> Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> Annually			
Ending Salary <input type="checkbox"/> Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> Annually			
Commission / Bonus <input type="checkbox"/> Weekly <input type="checkbox"/> Annually			
Number of Hours Worked Weekly	Reason for Leaving		
NEXT PREVIOUS EMPLOYER			
Name of Employer		Area Code	Telephone Number.
Address		City	State Zip Code
<b>Dates of Employment</b>	Starting Job Title / Final Job Title	Name and Title of Supervisor	
From Mo.                      Yr.	Description of Duties, Responsibilities and Significant Accomplishments		
To Mo.                      Yr.			
Starting Salary <input type="checkbox"/> Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> Annually			
Ending Salary <input type="checkbox"/> Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> Annually			
Commission / Bonus <input type="checkbox"/> Weekly <input type="checkbox"/> Annually			
Number of Hours Worked Weekly	Reason for Leaving		
NEXT PREVIOUS EMPLOYER			
Name of Employer		Area Code	Telephone Number.
Address		City	State Zip Code
<b>Dates of Employment</b>	Starting Job Title / Final Job Title	Name and Title of Supervisor	
From Mo.                      Yr.	Description of Duties, Responsibilities and Significant Accomplishments		
To Mo.                      Yr.			
Number of Hours Worked Weekly	Reason for Leaving		



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Do not answer if not relevant to the requirements of the position for which you are applying.

EDUCATIONAL BACKGROUND						
Name	City	State	Major Course of Study	Circle Last Year Successfully Completed	Diploma or Degree Awarded	Did you Graduate?
High School or Preparatory				1   2   3   4		Yes   No
College / University				1   2   3   4		Yes   No
College / University				1   2   3   4		Yes   No
Other Education						

SKILLS AND QUALIFICATIONS
Summarize any training, skills, licenses and/or certifications that may qualify you as being able to perform job-related functions in the position for which you are applying.

MILITARY HISTORY
Branch of Service
Relevant skills acquired during your military service

REFERENCES	
(List at least 3 professional references; former and/or current supervisors or educators and peers preferred.)	
Name / Company Name	Title
Address	
Telephone Numbers Home	Work
Relationship to You	Years Known
Name / Company Name	Title
Address	
Telephone Numbers Home	Work
Relationship to You	Years Known
Name / Company Name	Title
Address	
Telephone Numbers Home	Work
Relationship to You	Years Known



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## RELEASE AND CERTIFICATION Please Read Carefully Before Signing

1. All information contained in this application is true and correct to the best of my knowledge and belief. I understand that misrepresentations or omissions of any kind may result in denial of employment or subsequent dismissal if I am hired.
2. I authorize the company to investigate my responses on this application and contact any or all of my former employers or any individuals familiar with me or my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information, whether favorable or unfavorable, about me or my employment. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to me or my employment.
3. I understand that upon receiving a job offer, a physical examination relating to the essential functions of the job and/or drug screening may be required.  
*(Note: If this is a job requirement, you will be notified.)*
4. I understand that as a condition of employment, all employees will be asked to sign an Agreement with respect to Secrets and Confidential Information. Employees in certain job classifications will also be asked to sign an Employment Agreement.
5. Regardless of whether or not I become employed by the company, I recognize that this application is not and should not be considered a contract of employment. I understand that employment at the company is on an at-will basis and that my employment may be terminated with or without cause, and without notice, at any time, at my option or the company's, unless specifically provided otherwise in a written employment contract. I further understand that no company employee or representative has the authority to enter into a contract regarding duration or terms and conditions of employment other than an officer or official of the company, and then only by means of a signed, written document.
6. Please note that the application form must be filled out in its entirety. Referencing a resume is insufficient.
7. It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability. PawSteps Veterinary Center will not require or administer a lie detector test as a condition of employment or continued employment.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Applicant \_\_\_\_\_

**Thank you for your interest in our company.**