



3689 S.E. Cove Road \* Stuart, FL 34997 \* (772)287-0024

**APPLICATION FOR EMPLOYMENT  
(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)**

**PERSONAL INFORMATION**

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

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

Present Address: \_\_\_\_\_  
Street City State Zip

Permanent Address: \_\_\_\_\_  
Street City State Zip

E-mail address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Are you 18 years or older?  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or immigration status?  Yes  No

**EMPLOYMENT DESIRED**

Receptionist  Technician  Assistant Date you can start \_\_\_\_\_ Salary Desired \_\_\_\_\_

Are you employed now? \_\_\_\_\_ If so may we inquire with your present employer? \_\_\_\_\_

Referred by \_\_\_\_\_

EDUCATION	Name and Location	Number of years of school attended	Did you graduate?	Subjects Studied
High School				
College				
Trade Business Correspondence School				

**GENERAL**

Special interests: \_\_\_\_\_

Pets: (number and type) \_\_\_\_\_

Special Skills: \_\_\_\_\_

Activities: (Civic, Athletic, etc.) \_\_\_\_\_

Exclude organization, the names of which indicates the race, creed, sex, age, marital status, color or nation of origin of its members.

U.S. Military or Naval Service Rank Present membership in National Guard or Reserves

\*This form has been revised to comply with the provisions of the Americans with Disabilities Act and the final regulations and interpretive guidance promulgated by the EEOC on July 26, 1991.

**FORMER EMPLOYERS** (List below last three employers, starting with last one first).

Date Month and Year	Name, Address & Phone # of Employer	Salary	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				

Which of these jobs did you like best? \_\_\_\_\_

What do you like most about this job? \_\_\_\_\_

**REFERENCES:** Give the names of three persons not related to you, whom you have known at least one year.

Name	Address & Phone #	Business	# of years at	# of years Acquainted

In case of emergency notify:

Name	Address	Phone No.

All applicants are required to disclose if they have been convicted of or served time for any criminal offense. If so please describe the nature of the incident. \_\_\_\_\_

The information provided above will be reviewed for job relatedness and time since conviction.

All applications will be rejected if the applicant discloses or if a criminal history report reveals that the applicant has:

1. Any felony convictions in the last seven years. However, exceptions may be considered in truly unusual cases where the conviction does not reflect upon the applicant's suitability for employment.
2. Any misdemeanor convictions in the last seven years involving violence, theft, drugs, or sexual misconduct. Again, exceptional cases may be considered.
3. If an applicant has been arrested (but not convicted) in the last seven years for any crime that would have made him/her unacceptable for employment by Stuart Sound Animal Hospital if the applicant had been convicted, the manager will make a reasonable effort to determine if the applicant actually committed the offense.

If the manager is not convinced that the applicant did not commit the offense, then the applicant will be rejected for employment.

Exceptions and questionable cases may should be resolved by communicating with our office manager.

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**BASIC QUESTIONNAIRE**

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1. Do you think you will be able to handle aggressive animals? \_\_\_\_\_
2. Do you think you will have a problem working with feces / urine? \_\_\_\_\_
3. Have you ever viewed live surgical procedures? If yes please explain \_\_\_\_\_  
\_\_\_\_\_
4. Do you have any scheduling conflicts such as school or other employment? \_\_\_\_\_
5. Do you have transportation? \_\_\_\_\_
6. Have you bathed pets before?    Y    N    Cats? \_\_\_\_\_ Dogs? \_\_\_\_\_
7. Do you mind bathing pets? \_\_\_\_\_
8. Have you ever had a job where you had to multi task? If so please explain. \_\_\_\_\_  
\_\_\_\_\_
9. Are you self motivated? \_\_\_\_\_
10. Are you available after-hours on the weekends for animal care? \_\_\_\_\_
11. Are you able to lift over 50 lbs? \_\_\_\_\_
12. Do you have a problem removing fleas and ticks? \_\_\_\_\_
13. Are you willing to take a drug test? \_\_\_\_\_

"I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time. In consideration of my employment, I agree to confirm to the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand the no company representative, other than it's president, and then only when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing." A consumer report and criminal background check will be requested and all applicants may be scheduled for a test for drug use following a conditional offer of employment.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Applicant

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Interviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_

Neatness:        YES                      NO                      Position: \_\_\_\_\_

Salary/Wage: \_\_\_\_\_ Date reporting to work: \_\_\_\_\_

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This form has been designed to strictly comply with State and Federal fair employment practice laws prohibiting employment discrimination. This application for Employment Form is for general use throughout the United States. TOPS assumes no responsibility for the inclusion in said form of any questions which when asked by the Employer of the Job Applicant, may violate State and/or Federal Law.