

EMPLOYMENT APPLICATION

DATE: _____

The job for which you are applying is that of **receptionist**. **The salary will depend on the amount of experience you have.** You will have to deal with the public and be polite and pleasant at all times. You will be expected to collect payment as pets are released. Some computer knowledge is beneficial. There may be times that you will have to handle the animals, sweep the floors and clean up after the animals in the waiting room. If you feel you would enjoy and be suited for this job, we welcome your application.

Name _____ Address _____

Phone _____ City/State _____ Birthday _____

Social Security Number _____ Drivers License Number _____

Are you presently employed _____ If yes, Where _____

Hours Available _____. References-List beginning and ending dates of all jobs in the last 3 years. For each job list a contact person and a phone number. Also, list reason for leaving job.

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Do you have any previous experience dealing with the public? _____

Are you allergic to animals? _____ Do you smoke? _____

Are you married? _____ Do you have children? _____ Ages? _____

In a few sentences, list why you would like or need this job.

I have read this application and answered each question truthfully. Any false answers will be grounds for termination. I give Grayson Valley Pet Clinic my permission to contact previous employers and personal references while determining my suitability for this position.

Signed _____