



Animal Hospital of  
*Lake Villa*

# Animal Hospital of Lake Villa

## Job Application

**IMPORTANT NOTE:** All potential employees are evaluated without regard to race, color, religion, gender, national origin, age, marital or veteran status, the presence of a non-job related handicap or any other legally protected status.

Position sought: \_\_\_\_\_

How did you learn about the position? \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

On what date would you be available to start: \_\_\_\_\_ Desired Wage/Salary: \_\_\_\_\_

Are you authorized to work in the U.S. without any restrictions:      Yes      No

Have you ever been involuntarily terminated or asked to resign from any position of employment:      Yes      No

If yes, please describe the circumstances: \_\_\_\_\_

\_\_\_\_\_

If selected, are you willing to submit to a pre-employment medical test, if applicable:      Yes      No

### Education

School Name	Location	Years Attended	Degree Received	Major

Other training, certifications, or licenses held: \_\_\_\_\_

List other information pertinent to the employment you are seeking: \_\_\_\_\_

\_\_\_\_\_

### Employment History

Employer \_\_\_\_\_ Job Title: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Job Title: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

**Employment History (cont)**

Employer \_\_\_\_\_ Job Title: \_\_\_\_\_  
Dates Employed: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Duties Performed: \_\_\_\_\_  
Reason For Leaving: \_\_\_\_\_

**Employment History (cont)**

Employer \_\_\_\_\_ Job Title: \_\_\_\_\_  
Dates Employed: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Duties Performed: \_\_\_\_\_  
Reason For Leaving: \_\_\_\_\_

**Applicant Consent of Non-Discrimination**

**Our company is an equal opportunity employer and does not discriminate in hiring or the terms and conditions of employment based on a person’s race, religion, sex, national origin, age, disability, or other characteristic protected by applicable law.**

In order to assist us in running a smooth and cohesive Company, we apply the management, administrative and business ethics systems developed by American philosopher L. Ron Hubbard. The Hubbard® Management System is being used by over 200,000 companies across the world – mostly privately owned businesses in which only practical and directly applicable management principles can survive. This Management System involves principles of organization and its operation, including the handling of personnel, finance, promotion, statistics, production, planning and organizational correction, among other things.

While Mr. Hubbard is the founder of the Scientology religion, these management and administrative systems are non-religious and can be used by anyone without a requirement that the person change his or her religious or other beliefs.

Should you be selected for employment with the Company, you will be expected to study and learn basic information and policies about our management system, as well as keep apprised of information applicable to the financial industry, and apply that information to your job. While some of this information will be presented to you through on-the-job training, you may also be required to take a series of courses and/or seminars in conjunction with your job. Anyone with continuing education requirements would of course be required to keep those credits current.

**“I understand that your company utilizes L. Ron Hubbard’s Management System in operating your company. I understand that L. Ron Hubbard is also the founder of the Scientology religion and that while his Management System was originally developed for the administration of churches of Scientology, as applied by your company, Mr. Hubbard’s management theories are wholly secular (non-religious in nature) and have no connection to the Scientology religion.” “I recognize that the application of the Hubbard Management System in your company does not discriminate in hiring or the terms and conditions of employment based on a person’s race, religion, sex, national origin, age, disability, or other characteristic protected by applicable law.”**

Printed Name: \_\_\_\_\_

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

## Applicant Consent For Reference Checking

It is part of our company hiring policy to systematically investigate for the relevance and accuracy of information provided by applicants, regarding previous employment. We might contact your previous employer(s) and request the following information. This is done with the purpose of verifying the full accuracy of information you provided in the job application form.

The specific questions asked to a former employer will be:

- What was the exact scope of work produced by [applicant]?
- How long was [applicant] on that job?
- How would you rate the performance of [applicant], from 1 (lowest) to 10 (highest)?
- What were specific qualities and talent demonstrated on the job by [applicant]?
- What specific weaknesses did [applicant] demonstrate on the job that we should be aware of?
- Why did [applicant] choose to leave your company?
- Did you ever offer [applicant] a promotion prior to his/her departure?
- We are contemplating to offer [applicant] a job, as \_\_\_\_\_ (job name). Would you recommend [applicant] for such a job?
- Our job opening requires a strong team work and willingness to contribute to others. Did [applicant] demonstrate any attitude that could be detrimental to team work?
- Is there anything else we should know in order to make the most appropriate hiring decision?

**“I understand that the information requested as above will be used to determine work assignment or employment eligibility under the company’s employment or volunteer policies. Therefore, I authorize and consent for full release of information (either orally or in writing) by previous employers to the authorized representatives of the company. In addition, I release and discharge the company, its agent and associates as well as my previous employers to the full extent permitted by law from any claims, damages, losses, liabilities, costs expenses or any other charge or complaint filed with any agency arising from retrieving and reporting this information.”**

Printed Name: \_\_\_\_\_

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

## Applicant Consent For Testing

In addition to the technical knowledge, experience and competence required of the concerned position, our company’s employees must also possess personal aptitude for solving problems, high intelligence, perseverance and orderliness, responsibility, drive toward and satisfaction at the attainment of goals, calmness and endurance under stressful work conditions, consistency and predictability in the regular attendance of duty, individual initiative as well as participation in group efforts, correct estimation of specific circumstances and an absence of unconstructive or ill-considered criticism, fairness, empathy and appreciation toward fellow workers and effective communications skills.

In keeping with these job requirements, our company utilizes (besides application forms and interview procedures) pre-employment non-medical testing regimens that assist us to determine whether applicants possess the skills, competency and above all personal attributes necessary to meet our company’s performance standards. Applicants for any position undergo such standard screening procedures.

The selected tests are not intended or qualified to be a sole criterion for hiring. The testee may decline to answer any question on these tests on personal privacy grounds and may decline taking the tests altogether. After reading the questions of a test, the testee may also decline to continue taking the test. A person will not be penalized for not answering a question or not taking the tests.

**“Having read and understood the related job description for the concerned opened position, I acknowledge and agree that in order to enable Animal Hospital of Lake Villa to determine whether I possess the skills and other personal qualities necessary to qualify for the position I am applying for, Animal Hospital of Lake Villa may engage in a testing process, in addition to company’s interview process. The tests may include but are not limited to those that measure intelligence, aptitude and personality traits required to meet the requirements of the position, including but not limited to meeting the Company’s standards for performance, interpersonal relations, and competence on the job. Accordingly, I hereby release Animal Hospital of Lake Villa, the test service provider(s) and their officers, stock holders, employees or representatives, from any and all claims, demands, suits and/or liabilities - including but not limited to claims based on any rights of privacy - arising from or in any way related to such testing and interview processes. I understand that the used test(s) will be entered in to and scored by a computer, but the information will only be used by Animal Hospital of Lake Villa in connection with decisions concerning the employment, placement and future training only to be used by Animal Hospital of Lake Villa and any associated company/companies.”**

Printed Name: \_\_\_\_\_

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

## Acknowledement And Authorization

Job Applied For: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE NOTE:** This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I certify that my answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

**"I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.**

**"In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge at any time thereafter. I understand, also, that I am required to abide by all rules and regulations of the employer."**

Printed Name: \_\_\_\_\_

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