

# EMPLOYMENT APPLICATION



**INFORMATION** (qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status)

NAME		POSITION APPLYING FOR	
ADDRESS		RATE OF PAY EXPECTED	\$ _____ per hour
		PHONE NUMBER	( _____ ) _____ - _____
EMAIL			
How did you learn of this position?			

**AVAILABILITY** (Weekend and Holiday availability is required)

SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
From	To	From	To	From	To	From	To	From	To	From	To	From	To

Desired amount of hours? \_\_\_\_\_ Additional Notes: \_\_\_\_\_

**QUALITIES AND ACHIEVEMENTS**

Please rate your abilities from 1 to 4.

1 = Needs Improvement      2 = OK      3 = Good      4 = Top Performer

<b>ENERGY LEVEL—YOUR SENSE OF URGENCY, SELF-MOTIVATION, AND ENTHUSIASM</b>	
Comments	
<b>COMMUNICATION SKILLS—YOUR ABILITY TO LISTEN WELL, EXPRESS IDEAS CLEARLY, AND ACCEPT FEEDBACK</b>	
Comments	
<b>RELIABILITY—YOUR DEPENDABILITY, ATTENDANCE, SELF-DISCIPLINE, AND DEDICATION</b>	
Comments	

<b>PERSONAL PRIDE—YOUR APPEARANCE, HYGIENE, AND ACHIEVEMENT</b>	
Comments	
<b>TEAMWORK—YOUR COOPERATION WITH OTHERS AND TEAM SPIRIT</b>	
Comments	
<b>HOSPITALITY—YOUR NATURAL FRIENDLINESS AND CUSTOMER SERVICE SKILLS</b>	
Comments	

- 1) What achievement in life are you most proud of? \_\_\_\_\_
- 2) What are your personal strengths? \_\_\_\_\_
- 3) What are your weakest areas? \_\_\_\_\_
- 4) What are your five-year goals? \_\_\_\_\_
- 5) Why do you want to work at Spa Paw and Tail? \_\_\_\_\_
- 6) List animal related experience: \_\_\_\_\_
- 7) List your special skills or qualifications: \_\_\_\_\_
- 8) Can you perform the essential functions of this job? \_\_\_\_\_
- 9) Do you have reliable transportation to work? \_\_\_\_\_

**PREVIOUS EMPLOYMENT** *(beginning with most recent)*

NAME, ADDRESS, AND PHONE # OF COMPANY	FROM		TO		LAST POSITION HELD		STARTING SALARY	ENDING SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MONTH	YEAR	MONTH	YEAR	TITLE	DUTIES				

Can we contact all present/former employers?  Yes  No If no, explain \_\_\_\_\_

**PERSONAL REFERENCES** *(other than former employers and relatives)*

NAME AND ADDRESS	OCCUPATION	RELATIONSHIP	PHONE NUMBER

**RECORD OF EDUCATION**

	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	CIRCLE LAST YEAR COMPLETED				DID YOU GRADUATE?	GRADE AVERAGE
			1	2	3	4		
HIGH SCHOOL								
COLLEGE/TECH								

**BACKGROUND**

Are you 18 years of age or older?  Yes  No If not, list Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Are you authorized to work in the United States?  Yes  No

Have you ever attended school or been employed under a different name?  Yes  No If yes, please list: \_\_\_\_\_

Have you ever been convicted or plead guilty to any crime involving violence?  Yes  No

Have you ever been convicted or pled guilty to any crime involving dishonesty, theft or fraud?  Yes  No

Have you ever been convicted or pled guilty to any sexual crimes including rape, assault, or involving minors?  Yes  No

Have you ever been convicted or pled guilty to any crimes involving distribution or intent to distribute illegal drugs or other controlled substances?  Yes  No

**IMPORTANT—READ BEFORE SIGNING**

*I certify that information given herein is true and complete to the best of my knowledge and authorize Spa Paw & Tail or its representatives to investigate any statement contained in this application, as necessary, to determine my qualification.*

*I understand that incorrect, misleading, or incomplete information on this application may result in immediate termination of employment. I understand that this employment application and any other company documents are not contracts of employment and that any individual who is hired may voluntarily leave employment upon proper notice and may be terminated by the employer at any time and for any reason. I also understand that any oral or written statements to the contrary are expressly disavowed and should not be relied upon by any prospective or existing employee. I understand that the use of illegal drugs is prohibited during employment. If company policy requires, I am willing to submit to drug testing to detect the use of illegal substances before and during employment. Additionally, I understand that I am required to abide by all rules, regulations, and policies of Spa Paw & Tail Pet Resort.*

Signature		Date	
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