



**FAMILY PET CARE CENTER, P.C.**

Application for Employment

# **APPLICANT'S CERTIFICATION AND AGREEMENT**

PLEASE READ CAREFULLY AND CONTINUE IF YOU AGREE TO THESE TERMS

1. Certification of Truthfulness: I represent that all my statements in support of my Application for Employment are true and complete. I understand and agree that if Pet Vet, at any time, should determine that any requested information was withheld by me or any of my statements are false or misleading, I may be discharged or my offer of employment rescinded.

2. Employment at Will: If hired by Pet Vet, I agree to comply with all rules, regulations, policies, and communications directed to employees, including any changes made from time to time. I agree that Pet Vet may terminate my employment at any time, with or without cause and with or without prior review, notice, or warning.

3. Authorization to Work: If I am selected for hire, I agree to certify and produce documentation that I am authorized to work as required by the Immigration Reform and Control Act of 1986.

4. Need For Accommodation: If, due to a physical or mental disability, I need an accommodation to perform the job for which I may be selected, I understand that I must notify Pet Vet of this need. Failure to do so in writing within 182 days after I know or reasonably should have known that an accommodation is needed may bar me from alleging that Pet Vet has not accommodated me as required by state law.

5. Drug Testing: I agree to provide Pet Vet with appropriate specimens to test for the presence of drugs or other controlled substances. I understand that decisions concerning my employment will be made as a result of these tests.

6. Security: I agree that the contents of any offices, work spaces, desks, lockers, computer and computer generated data, any Pet Vet property I may be using, as well as my person and any property I bring onto Pet Vet's premises, may be inspected by Pet Vet at any time, and I waive and promise not to make any claims against Pet Vet (or its employees or agents) relating to such inspection. I agree that, except as directed otherwise in writing by Pet Vet, I will not disclose to anyone or use for my own purposes, any of Pet Vet's confidential or proprietary information, either during or after my employment. I understand and agree that patient names and information, financial data, computer information and processes are confidential and proprietary information and I will not make written or other copies or notes regarding these matters except as necessary to perform my job. I agree that if my employment ends, I will deliver to Pet Vet all material of any kind that I have relating to its business, including any such copies or notes. I agree that if any of these commitments by me is ever found to be legally unenforceable as written, it will be enforced as far as legally possible.

7. Consideration for Employment: I agree to the above terms. Should I be employed, I understand and agree that these provisions of my employment can be revised only by a contract signed by both Pet Vet and me and authorized by a written resolution of Pet Vet, and that no person in Pet Vet has any authority to offer employment other than on an at-will basis as described above. I understand and agree that, except as provided above, all compensation, benefits, programs, rules, and policies of Pet Vet are subject to exception or change at any time as decided by Pet Vet in its sole discretion.

8. Authorization and Waiver. This authorization and waiver is part of my written application for employment with Pet Vet.

I authorize all employers and educational institutions where I am or have been employed or enrolled, and all law enforcement agencies, to disclose to Pet Vet any and all information in their possession about my employment history (including disciplinary and other matters), personal background, and/or credit background. I hereby waive written or other notices from all such parties of their release of any such information to Pet Vet. I further authorize all educational institutions I have attended to disclose to Pet Vet any and all information in their possession regarding my attendance and performance at such institution, including but not limited to: disclosure of any diploma or degree of certification awarded; disclosure of academic information and transcripts; and disclosure of any disciplinary record. I hereby waive written or other notice from such institution of its release of any such information to Pet Vet.

I understand that under Michigan's Bullard-Plawecki Employee-Right-To-Know Act I am entitled to notice of the release of information from my personnel record, and I hereby specifically waive any such notice from any prior employer.

I release all my prior employers and educational institutions, and all law enforcement agencies, from any liability or claim relating to the release of information, records or opinions to Pet Vet, or to any employment decisions made by Pet Vet as a result thereof.

I have read and understand the items listed in the Application for Employment, including this page, and acknowledge that with my signature below.

### **Applicant's Acknowledgement and Consent for Criminal History Check**

I request and authorize Michigan's Department of State Police to conduct a criminal history check and provide Pet Vet any and all records and information in its possession regarding a criminal conviction. I will provide a set of fingerprints to the Department of State Police for that purpose.

I understand that the information provided by the State Police will be used by Pet Vet to determine whether I may be employed, contracted, or granted clinical privileges by Pet Vet. I agree that I will not make any claims or allegations whatsoever against Pet Vet or its personnel on account of the criminal history check, and I expressly waive and release any such claim or allegation.

I understand that this acknowledgement and Consent will be provided to the State Police. I intend that this Acknowledgement and Consent will be effective regardless of whether I consider any of information provided to be false or incorrect.

For purposes of the Acknowledgement and Consent, a photocopy or telefax of my signature will have the same force and effect as my original signature.

\* = required information

\*Last Name: \_\_\_\_\_

\*First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Aliases: \_\_\_\_\_

\_\_\_\_\_

## Contact Information

\*Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

\*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip: \_\_\_\_\_

\*Phone number: (\_\_\_\_\_) \_\_\_\_\_ Alternate Phone: (\_\_\_\_\_) \_\_\_\_\_

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

## Availability and History

Have you ever worked for Pet Vet before? Yes  No

If yes, please list your job description and dates:

\_\_\_\_\_

\*How did you hear about this opportunity? \_\_\_\_\_

If it was from a Pet Vet employee please supply their name: \_\_\_\_\_

Select any status you are available to work: Any  Full time  Part time

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Times you <b>ARE</b> available to work							
Times you are <b>NOT</b> available							

Minimum number of hours wanted: \_\_\_\_\_

Maximum number of hours wanted: \_\_\_\_\_

\*Date you are available to start: \_\_\_\_\_

## History and Disclosure

\*Are you a U.S. Citizen? Yes  No

\*Are you at least 18 years of age? Yes  No

\*Are there any felony charges pending against you? Yes  No  If yes, please explain below

\*Have you ever been convicted of a crime? Yes  No  If yes, please explain below

\_\_\_\_\_  
\_\_\_\_\_

## Education and Licensing

\*What is your highest level of education? \_\_\_\_\_

\*Name of educational institution: \_\_\_\_\_

\*Location of educational institution: \_\_\_\_\_

\*Did you graduate? Yes  No

If yes, date of graduation: \_\_\_\_\_

If yes, degree received: \_\_\_\_\_

### **For licensed / certified candidates only:**

List any licenses or certifications you may have:

◆ \_\_\_\_\_

License/Certification number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

◆ \_\_\_\_\_

License/Certification number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

## Work History: (please attach additional sheets if more space is needed)

\*Have you ever been discharged from employment? Yes  No  If yes, please explain below

\_\_\_\_\_  
\_\_\_\_\_

\*Is it ok to contact your current employer? Yes  No

### **Work History 1** - Start with your **most recent** work experience.

Employer Name: \_\_\_\_\_

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

Phone number: (\_\_\_\_\_) \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Employed From : \_\_\_\_\_ Employed To: \_\_\_\_\_

Job Title: \_\_\_\_\_ Wage: \$ \_\_\_\_\_ per \_\_\_\_\_

Duties and responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

### **Work History 2**

Employer Name: \_\_\_\_\_

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

Phone number: (\_\_\_\_\_) \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Employed From : \_\_\_\_\_ Employed To: \_\_\_\_\_

Job Title: \_\_\_\_\_ Wage: \$ \_\_\_\_\_ per \_\_\_\_\_

Duties and responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Work History 3**

Employer Name: \_\_\_\_\_

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

Phone number: (\_\_\_\_\_) \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Employed From : \_\_\_\_\_ Employed To: \_\_\_\_\_

Job Title: \_\_\_\_\_ Wage: \$ \_\_\_\_\_ per \_\_\_\_\_

Duties and responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Work History 4**

Employer Name: \_\_\_\_\_

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

Phone number: (\_\_\_\_\_) \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Employed From : \_\_\_\_\_ Employed To: \_\_\_\_\_

Job Title: \_\_\_\_\_ Wage: \$ \_\_\_\_\_ per \_\_\_\_\_

Duties and responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

◆Please list any other skills or considerations that you think might qualify you to work at Pet Vet:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_