



Graydon Veterinary Corporation Job Application Form

IMPORTANT NOTE: We are an Equal Opportunity Employer. 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 _____ Province _____ Postal Code _____

Home Phone _____ Office Phone _____ Other Phone _____

Email Address: _____

On what date would you be available for work? _____ Desired Wage/Salary \$ _____

Do you possess a valid driver license that legally allows you to drive in Canada? [] Yes [] No

Are you available for on call/after-hours work? [] Yes [] No

Are you authorized to work in Manitoba, Canada without any restriction? [] Yes [] No

Have you ever been convicted of a crime or felony? [] Yes [] No

If yes, please describe the circumstances: _____

(NOTE: a criminal conviction is not automatic grounds for rejection. However, lying about a criminal violation may become the basis for disqualification).

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

If yes, please describe the circumstances: _____

EDUCATION				
School Name	Location	Years Attended From - to	Degree Received	Major

Other training, certifications, or licenses held: _____

List other information pertinent to the employment you are seeking: _____

EMPLOYMENT:
(Most recent first)

1. Employer _____ Job Title _____

Dates Employed _____ Prior Position Held within Company (if any): _____

Address _____ City _____ State _____ Zip _____

Phone _____ Name of Supervisor _____ Job Title _____

Starting Salary _____ Ending Salary _____

Duties Performed: _____

Specific skills acquired: _____

Reason for Leaving: _____

2. Employer _____ Job Title _____

Dates Employed _____ Prior Position Held within Company (if any): _____

Address _____ City _____ State _____ Zip _____

Phone _____ Name of Supervisor _____ Job Title _____

Starting Salary _____ Ending Salary _____

Duties Performed: _____

Specific skills acquired: _____

Reason for Leaving: _____

3. Employer _____ Job Title _____

Dates Employed _____ Prior Position Held within Company (if any): _____

Address _____ City _____ State _____ Zip _____

Phone _____ Name of Supervisor _____ Job Title _____

Starting Salary _____ Ending Salary _____

Duties Performed: _____

Specific skills acquired: _____

Reason for Leaving: _____

ANNEX 1: ACKNOWLEDGEMENT 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.

Please check and sign each statement below:

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

Signature: _____

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

Signature: _____

“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.”

Signature of Applicant

Date

END OF JOB APPLICATION FORM

ANNEX 2: 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.

Signed this _____ day of _____ 20____,

Applicant's name: _____

Applicant's signature: _____

END OF CONSENT FOR REFERENCE CHECKING