

**MARLOW VETERINARY CLINIC      JOB APPLICATION**

PO Box 498, Marlow, OK 73055    580-658-5478    marlowvet.com@hotmail.com  
Lyndon J. Graf, DVM                      Gatz L. Graf, DVM                      Debbie Graf, RVT

***PLEASE NOTE:** If you want to fill out this application in our office, please ask us for a clipboard and have a seat in the waiting area while filling out the form. Otherwise, drop the application back with your resume attached.*

Date \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ Gender \_\_\_\_\_

\_\_\_\_\_

PHONE home# \_\_\_\_\_ cell# \_\_\_\_\_ Resume Attached \_\_\_\_\_

Position Applied for: \_\_\_\_\_ email \_\_\_\_\_

Prefer Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Are You Employed Now? Yes \_\_\_\_\_ No \_\_\_\_\_ Pay Rate Expected \_\_\_\_\_

May We Contact Your Present Employer? \_\_\_\_\_ Do You Smoke? \_\_\_\_\_

**EDUCATIONAL BACKGROUND:** Name – Years Attended – Year Graduated

High School \_\_\_\_\_

College \_\_\_\_\_

Business/Trade \_\_\_\_\_

Other Training \_\_\_\_\_

**EMPLOYMENT EXPERIENCE:**

Employer – Phone # - Work Description – Date Employed – Reason for Leaving

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

**REFERENCES:** Give name, address, and telephone number of three references

**who are not related to you or are previous employers.**

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

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OFFICE SKILLS: Check those in which you have experience.

Typing/Keyboarding \_\_\_\_\_ wpm \_\_\_\_\_

Bookkeeping \_\_\_\_\_

Scheduling Appointments \_\_\_\_\_

Answering Telephone \_\_\_\_\_

Computer Skills \_\_\_\_\_

Do you have any health problems, which would prevent you from performing specific kinds of work? \_\_\_\_\_ How many days of work/school did you miss this past year? \_\_\_\_\_  
If yes, describe.

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

Have you been convicted of a crime, excluding misdemeanors? \_\_\_\_\_  
If yes, explain.

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

If hired, when would you be able to start work? \_\_\_\_\_

If hired, do you have reliable transportation to get to work? \_\_\_\_\_

Person to notify in case of emergency \_\_\_\_\_

Address \_\_\_\_\_

Phone (work) \_\_\_\_\_ (home) \_\_\_\_\_

Explain why you feel you are qualified for this job.

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

List any additional information that you feel might be important.

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

I hereby certify that the facts set forth in the above application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered cause for dismissal, a performance review will be made at 30 days and 90 days, and the employer has the right to terminate employment for just and reasonable cause at any time.

Signature of Applicant \_\_\_\_\_

***Job Interviews are conducted on an appointment basis ONLY. Due to our busy schedule, we do NOT routinely call back all job applicants unless you are selected for an interview. Please leave your application at the front desk. Please Note: Only the job applicant may be present for the interview. Thank You***