

## **SHAH Application**

### **Southern Hills Application Process**

**Candidates are hired based on the completion of our application process. This includes the following:**

1. Completion of Southern Hills Application
2. Completion of Southern Hills Pre-Interview Questionnaire

**Based on responses to the application, the applicant will then:**

3. Have an initial Interview with Staff Supervisor
4. Working interview with Staff Supervisor
5. Interview with Hospital Director

**Prior to hire, the applicant must:**

6. Completion of Pre employment Drug and Alcohol Test
7. Have cranberry scrubs to work in with sturdy closed toed shoes

**Standard 8 hour Shifts:**

**Assistants 6am- 3 pm    11 am- 8 pm    2pm-11 pm**

**Reception and office 7am- 4pm    9am-6pm    11am-8 pm                      rotating shifts**

**This is your copy to keep, please detach it from the application packet.**

**Southern Hills Animal Hospital  
343-4155**

**3827 Hite Street Roanoke VA 24014  
[WWW.SOHILLSAH.COM](http://WWW.SOHILLSAH.COM)**



# SOUTHERN HILLS ANIMAL HOSPITAL EMPLOYMENT APPLICATION

DATE \_\_\_\_\_

FULL NAME \_\_\_\_\_ Drivers License NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_

Contact NUMBER \_\_\_\_\_ Email address \_\_\_\_\_

## WORK INTEREST AND AVAILABILITY

We are open 7 days per week. I understand that this job requires me share weekends and holidays. \_\_\_\_\_  
Please initial

Please list the hours **you can not work**: \_\_\_\_\_

Please list days you are not available: \_\_\_\_\_

Do you prefer 3 ( ) 4 ( ) or 5 ( ) shifts per week    Shift Preference \_\_\_\_\_ Available for any/all ( )

## POSITIONS

## BASIC SALARY REQUEST

Please list the position you are applying for:

Basic Kennel ( ) LVT ( ) Bather ( ) Assistant ( )    Please list your desired starting hourly wage: \_\_\_\_\_

Basic Office ( )    Receptionist ( )    Office Manager ( )

## EDUCATION

HIGH SCHOOL \_\_\_\_\_ YEAR GRADUATED \_\_\_\_\_

COLLEGE \_\_\_\_\_ YEAR GRADUATED \_\_\_\_\_

OTHER \_\_\_\_\_ YEAR GRADUATED \_\_\_\_\_

## WORK HISTORY

PLEASE LIST YOUR PAST THREE MOST RECENT JOBS, FEEL FREE TO ADD OTHER WORK EXPERIENCE THAT YOU FEEL MAY BE IMPORTANT FOR REVIEW.

EMPLOYER	DATES EMPLOYED	SUPERVISOR	DUTIES AND PAY RATE	REASON FOR LEAVING

## REFERENCES

PLEASE LIST THREE PEOPLE THAT CAN BE CONTACTED ABOUT YOUR WORK PERFORMANCE.

**PLEASE DO NOT LIST FRIENDS OR RELATIVES.**

NAME	PHONE	RELATIONSHIP	YEARS THEY HAVE KNOWN YOU

## AUTHORIZATION

I AUTHORIZE THE INVESTIGATION OF ANY STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSATND THAT MISREPRESENTATION OR OMISSION OF INFORMATION IS GROUNDS FOR IMMEDIATE TERMINATION IF HIRED.

SIGNATURE AND DATE \_\_\_\_\_

## Southern Hills Pre-Interview Questionnaire

1. IF YOU ARE UNDER THE SUPERVISION OF A DOCTOR, DO YOU HAVE UNRESTRICTED WORK CAPABILITIES? DO YOU HAVE ANY PHYSICAL LIMITATIONS THAT WOULD PREVENT YOU FROM PERFORMING YOUR NORMAL JOB REQUIREMENTS SUCH AS LIFTING DOGS, HEAVY BOXES, ETC.? IF YES, PLEASE EXPLAIN
2. ARE YOU CURRENTLY TAKING ANY MEDICATIONS THAT MAY INTERFERE WITH YOUR PERFORMANCE? IF YES PLEASE LIST.
3. DO YOU HAVE ANY KNOWN ALLERGIES TO ANIMALS, DETERGENTS, CHEMICALS OR OTHER CLEANING AGENTS? IF YES, PLEASE LIST THEM.
4. HAVE YOU EVER BEEN CONVICTED OF A FELONY? IF YES, PLEASE EXPLAIN.
5. HAVE YOU EVER APPLIED FOR A POSITION AT SOUTHERN HILLS BEFORE? IF YES, PLEASE PROVIDE A DATE.
6. WHAT DATE YOU WOULD BE AVAILABLE TO START TRAINING IF YOU WERE HIRED?
7. PLEASE LIST PRIOR COMMITMENTS THAT MAY INTERFERE WITH YOUR WORK OR TRAINING SCHEDULE IF YOU WERE HIRED.
8. WE REQUIRE DRUG AND ALCOHOL TESTING BEFORE EMPLOYMENT AND RANDOMLY WHILE EMPLOYED, WILL THIS BE A HARD SHIP FOR YOU?
9. WE ARE A NON SMOKING FACILITY AND WHICH DOES NOT GIVE SMOKE BREAKS, WILL THIS BE A HARDSHIP FOR YOU?

### PERSONAL STATEMENT

PLEASE UTILIZE WHATEVER SPACE YOU NEED TO TELL US ABOUT YOURSELF. **INCLUDE WHY YOU WANT TO WORK HERE, ANY PERSONAL SKILLS OR QUALITIES THAT YOU HAVE THAT MAKE YOU A VALUABLE CANDIDATE FOR EMPLOYMENT. YOU MAY INCLUDE ANY ANIMAL OR CLIENT SERVICE EXPERIENCE THAT YOU HAVE HAD, AS WELL AS SPECIFIC DUTIES YOU PREFORMED. YOU MAY ALSO INCLUDE PERSONAL AND PROFESSIONAL GOALS THAT YOU HAVE, OR OTHER INFORMATION ABOUT YOUR INTERESTS THAT MAY MAKE YOUR APPLICATION MORE COMPLETE.**