

APPLICATION FORM CONFIDENTIAL

POST: **RECEPTIONIST**

PERSONAL DETAILS

First Name Surname

Address

Home Telephone No.

Daytime Telephone No.

Email address

EDUCATION AND QUALIFICATIONS

Please give details of courses attended and examination results – Please continue on a separate page if necessary:

SECONDARY

From	To	School or College	Studied	Courses & Subjects Results/Grade
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FURTHER AND PROFESSIONAL

From	To	University or College	Studied	Courses & Subjects Results/Grade
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Other training courses attended

From	To	Title of Course	Provider of Course	Results/Grade
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Other qualifications and membership of professional bodies

EMPLOYMENT

PRESENT OR MOST RECENT EMPLOYMENT

Name and Address of Employer Nature of Business

Post held Started Finished

Notice required Current Salary

Brief description of duties

Reason for leaving

PREVIOUS EMPLOYMENT/CAREER HISTORY (Please put the most recent first)

From To Employer Position Held Reason for Leaving

OTHER DETAILS

Please give brief details of any sickness or absence during the past two years:

Do you have a criminal record? Please give brief details

Do you hold a full driving license?

Do you suffer from any animal related allergies, fears or phobias? Please give brief details.

Have you considered the fact that you will be working in a clinical environment, which will sometimes bring you into close contact with sick and injured animals?

Inevitably, there will be times when you will be dealing with either bereaved or soon to be bereaved clients with their pets, it can be quite emotional at times. Being able to handle these situations gently and sympathetically is a necessary skill, but also having the resilience within yourself to move on to the next client or situation. Is this an aspect of your role that you have considered?

REFERENCES

Please give details of 2 people whom we could contact to request comments on your suitability for employment in this position. One should be your current, or most recent, employer

Name	Name
Position	Position
Address	Address
Telephone	Telephone
Email Address:	Email Address:

May we approach the person for reference if we offer you an interview?

Yes/No Yes/No

FURTHER INFORMATION

Please state your reasons for applying for the post, the salary you expect to earn and any additional information on your skills; experience and career plans that you feel are relevant to your application. Please remember this is not an opening to a career in veterinary nursing. Use a separate page to continue, if necessary.

DECLARATION

I declare that, to the best of my knowledge, the information given on this form is complete, accurate and correct and can be treated as part of any subsequent contract of employment.

Signed:

Date: