

Application for First Interview

Do not type this application, please use cursive or print-script handwriting with a blue ball point pen. When complete, please follow the instructions on the last page on how to get this application to our hiring team.

Name _____

Street Address: _____

City, State, Zip Code: _____

Mobile Phone Number

(_____)_____ Text Friendly ____Yes ____No

General Information:

Position Applied For _____

Days/Hours Available (Example: Monday 10am - 7pm)

Monday _____ Tuesday _____ Wednesday _____

Thursday _____ Friday _____ Saturday _____

Sunday _____

What date are you available to start work? _____

Are you eligible to work in the United States? ____Yes ____ No

What is your country of citizenship? _____

If you are under age 18, do you have an employment/age certificate?

____ Yes ____ No

Have you been convicted of or pleaded no contest to a felony within the last 10 years? ____Yes ____ No

If yes, please explain:

What is your best quality in the role of employee for a small family owned company who cares for pets and supports pet lovers?

Are you currently a cigarette smoker ? ____Yes ____ No

Are you willing and able to lift pet food bags of up to 40 pounds on occasion as part of this job ? ____Yes ____ No

If you are working the front desk alone, how likely are you to spend time on Facebook or social media? ____Very Likely ____ Occasionally ____ Never ____ Other _____

Explain _____

Education and Training:

	Name of School	Course of Study	Years Completed	Diploma Degree
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Applicants Skills & Self-Assessment:

Give us an idea of how you assess yourself in the following skills or personality traits. We realize it is unlikely one person is a 5 at everything listed here or even has experience with these items. In fact, don't assume just because it is on the list that is part of the job requirements. Wink. Just answer honestly and please don't exaggerate. List any other skills you have that may be useful for the position. Enter the number of years experience and circle the number which corresponds to your ability for each skill. (One represents poor ability and five represents exceptional ability.)

Skill	Years Experience	Ability Rating				
Customer Service		1	2	3	4	5
Receptionist Work		1	2	3	4	5
Answering Phones		1	2	3	4	5
		1	2	3	4	5
Handling Payments		1	2	3	4	5
Asking Clients for Payment		1	2	3	4	5
Calculating Invoices		1	2	3	4	5
Light Bookkeeping		1	2	3	4	5
		1	2	3	4	5
Pet Owner or Pet Caretaker		1	2	3	4	5
		1	2	3	4	5
Data entry into computer		1	2	3	4	5
Attention to Details		1	2	3	4	5
		1	2	3	4	5
Punctuality		1	2	3	4	5
Working Alone		1	2	3	4	5
Working on a Team		1	2	3	4	5
Typing		1	2	3	4	5
Transcribing Dictation		1	2	3	4	5
		1	2	3	4	5
Helping Others		1	2	3	4	5
Working With People		1	2	3	4	5
Facebook Posts		1	2	3	4	5
Microsoft Word		1	2	3	4	5
Twitter		1	2	3	4	5
Instagram		1	2	3	4	5

EMPLOYMENT HISTORY: *Attach a typed resume if you have one.*

Present Or Last Position:

Employer: _____

Address, City, State: _____

Position Title: _____ From: _____ To: _____

Responsibilities: _____

Salary / Wage: _____

Reason for Leaving: _____

May We Contact Your Present or Past Employer?

Yes ____ No ____, Explain _____

Previous Position:

Employer: _____

Address, City, State: _____

Supervisor: _____

Phone: _____ Email: _____

Position Title: _____ From: _____ To: _____

Responsibilities: _____

Salary / Wage: _____

Reason for Leaving: _____

References will be requested before the first in person interview. References will be contacted if you are one of our final top candidates.

Please list all books, seminars, trainings, or mentors you have had in the area of office support staff, receptionist skills, vets, or working in a small business environment.

What is one weakness which a past employer might have said you need to improve?

We realize this might not be your dream career, but it might be a perfect fit for you over the next five years. If this is your dream job, please tell us why. Please tell us what your career ambitions really are over the next decade? What do you really want for your life?

Why should we consider you for this position?

After researching the Coppell Veterinarian Hospital, please explain who founded the clinic and why you think you be a great addition to the small family owned office.

Please provide any further information that you believe should be considered for your first to be granted an in-person interview.

Is your resume attached to the email your are sending? _____

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Your Signature _____ Today's Date _____

Once you have completed the handwritten application, scan and email to
coppellpetcare@yahoo.com
in one single easy-to-open PDF multipage file.

You may attached your typewritten resume as a second attachment.

To verify receipt you may email us at: coppellpetcare@yahoo.com

SNAIL MAIL

If you are not very technical or cannot find someone to assist you in scanning and emailing the application, you can use the more traditional snail mail to the following person and company who is helping with the application process for the Texas based Veterinarian clinic.

Zaks Baggett
Job Applications Department
13437 Ventura Blvd Suite 213
Sherman Oaks, CA 91423

Our team does not call or email every person who emails the yahoo account or submits an application. However, we do attempt to provide the courtesy of informing you that we received your application. Please include a valid email whether you use snail mail or email.

Do not contact the Coppell Veterinary Hospital directly to ask about your application or the job. They have hired a third party company to handle this job application process. Not only will the nice people at the Vet Clinic not know whether or not your application was received, it will hurt your chances of getting the job. Please follow the exact procedure on this page.