



Employment Application

Please Print

Date Last Name First Name Middle

Address

No. & Street City State Zip

Permanent Address if different from current address

No. & Street City State Zip

Home Phone Cell Phone Work Phone Home / Cell / Work Preferred phone contact (circle)

E-mail (required)

We will use e-mail as a primary method of contact unless you specify otherwise.

Please contact me by ...

How did you hear about this position and VDX?

If hired, would you have a reliable means of transportation to and from work? Yes No

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.) Yes No

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? Yes No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No

If no, describe the functions that cannot be performed.

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

**Education, Training and Experience**

School	Name and Address	No. of years Completed	Graduation date or expected	Degree or Diploma
<b>High School</b>	Name _____	_____	_____	_____
	Address _____			GPA _____
	City _____ State _____ Zip _____			
<b>College/ University</b>	Name _____	_____	_____	_____
	Address _____			GPA _____
	City _____ State _____ Zip _____			
	Degree obtained _____		Major/Minor _____	
<b>College/ University</b>	Name _____	_____	_____	_____
	Address _____			GPA _____
	City _____ State _____ Zip _____			
	Degree obtained _____		Major/Minor _____	
<b>Vocational/ Business</b>	Name _____	_____	_____	_____
	Address _____			GPA _____
	City _____ State _____ Zip _____			

**Employment History**

List below all present and past employment starting with your most recent employer (last five years is sufficient). Account for all periods of unemployment. You must complete this section even if attaching a resume.

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Name of Employer _____		(____) _____ Telephone No.	
Type of Business _____		Your Supervisor's Name _____	
Address & Street _____		City _____	State _____ Zip _____
Date of Employment:	____/____/____ From	____/____/____ To	
Your Position and Duties _____			
Reason for Leaving _____			
May we contact this employer for a reference? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No			

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Name of Employer _____		(____) _____ Telephone No.	
Type of Business _____		Your Supervisor's Name _____	
Address & Street _____		City _____	State _____ Zip _____
Date of Employment:	____/____/____ From	____/____/____ To	
Your Position and Duties _____			
Reason for Leaving _____			
May we contact this employer for a reference? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No			

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Name of Employer _____		(____) _____ Telephone No.	
Type of Business _____		Your Supervisor's Name _____	
Address & Street _____		City _____	State _____ Zip _____
Date of Employment:	____/____/____ From	____/____/____ To	
Your Position and Duties _____			
Reason for Leaving _____			
May we contact this employer for a reference? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No			

Note: Attach additional page(s) if necessary.

**References**

List below three persons not related to you, who we may contact, and who have knowledge of your work performance within the last three years.

_____	_____	(____) _____
First Name	Last Name	Telephone No
_____	_____	_____
Address & Street	City	State Zip
_____		
Occupation		
_____	_____	
Manner of acquaintance	How long acquainted	

_____	_____	(____) _____
First Name	Last Name	Telephone No
_____	_____	_____
Address & Street	City	State Zip
_____		
Occupation		
_____	_____	
Manner of acquaintance	How long acquainted	

_____	_____	(____) _____
First Name	Last Name	Telephone No
_____	_____	_____
Address & Street	City	State Zip
_____		
Occupation		
_____	_____	
Manner of acquaintance	How long acquainted	

**Please Read Carefully, Initial Each Paragraph and Sign Below**

\_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for  
Initials employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ I hereby authorize the company to thoroughly investigate my references, work record, education and other matters  
Initials related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_ I understand that nothing contained in the application, or conveyed during any interview, which may be granted,  
Initials or during my employment, if hired, is intended to create an employment contract between the company and me. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

\_\_\_\_\_ Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial  
Initials action, tax lien, or outstanding judgment) be conducted by internal personnel employed by the company, I am entitled to copies of any such public records obtained by the Company unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above.

\_\_\_\_\_ VDx is a drug-free workplace. Employees are subject to testing for drug or alcohol use in violation of company  
Initials policy upon reasonable suspicion. I agree to submit to legally permissible drug testing upon an offer of employment from VDx Preclinical and prior to starting work. I agree that any offer of employment is contingent upon my receiving a negative test result.

\_\_\_\_\_ Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Please print name



215 C Street, Suite 301 Davis, CA 95616  
Phone (530) 753-4015  
Fax (530) 753-4055

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Employment Application Supplement

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## **VDX PRECLINICAL: RESEARCH LABORATORY ASSISTANT, JUNIOR LEVEL (PART TIME)**

### **COMPANY DESCRIPTION**

VDx is the leading veterinary pathology laboratory in Northern California. Established in 2001, VDX has built a reputation of superior pathologic evaluation with fast turnaround times and customer service which exceed client expectations. We specialize in processing and evaluation of pathology samples for clinical veterinarian and biomedical clients. Our assessment and evaluation of surgical biopsy and cytology samples from veterinary patients provide clinicians the tools to diagnose and manage their patients. The Preclinical department of VDX also plays a critical role in the ever-growing research field, assisting in safety and efficacy evaluation of new medical treatments and devices for FDA approval.

Our company culture focuses on building a staff of high character individuals that enjoy providing our clients reliable top-quality results and exceptional customer service, while taking pride and ownership in being a key member of the team. Opportunities for growth within the company are available for outstanding, dedicated team members.

For further information, please visit our website: <http://www.vdxpathology.com>.

### **POSITION DESCRIPTION**

#### Research Laboratory Assistant, Junior Level (Part Time)

- Provide support to the VDX Preclinical Research Services Team in the preparation and organization of samples for ongoing histopathology research studies.
- Responsibilities include:
  - Receipt, log in, and trimming of research specimens.
  - Packaging and organization of research specimens and associated paperwork for study closure and return of study materials.
  - Handling and disposal of formalin, Pen-Fix, decalcifying solutions, and other laboratory chemicals.
  - Receipt and inventory of supplies, and stocking supplies in the office and laboratory.
  - Washing of laboratory glassware/plasticware.

## **JOB REQUIREMENTS**

### ***Personal Qualifications***

Ideal candidates for the Research Laboratory Assistant, Junior Level (Part Time) position are energetic with a strong work ethic and sense of initiative. Applicants must demonstrate an ability to work efficiently and effectively as part of a team, both through past experiences and a desire to contribute to a growing business, as well as understanding their role in a larger process. Outstanding individuals with attention to detail, ability to multi-task, strong organizational and time management skills, and an ability to accept constructive feedback to improve performance will excel in this position. Applicants should enjoy working in a dynamic environment with a wide variety of responsibilities and competing priorities.

### ***Education and Experience Qualifications***

- High School Graduate
- Proficiency with Microsoft Office (Word, Excel)
- Above average typing skills
- This is an entry level position. Knowledge of basic anatomy and previous laboratory experience is preferred but is not required.

## **HOURS & SCHEDULE**

**The available position is part-time.** General work hours may vary between 8:00 am and 4:00 pm, Monday-Friday, depending on workload and other staffing, with a maximum of 20 hours per week. Some occasional overtime and / or weekends may be required. **This position is available March 17, 2020.**

## **WAGE AND BENEFITS**

Part-time wage starts at **\$13.00** per hour. This part-time position does not include any vacation, sick leave, or other paid benefits.

## **APPLICATION PROCEDURE**

To apply for this position, please complete the VDX Employment Application **and** the questions included in the attached Application Supplement.

Please submit your completed, signed application and supplement packet along with a resumé and names of three work related references to:

Drop off (preferred) at VDX, 215 C Street, Suite 301 (Arbor Building, 3<sup>rd</sup> floor), Davis, CA  
or Email to Research Services Manager Melanie Walker at [mwalker@vdxpathology.com](mailto:mwalker@vdxpathology.com)  
or Fax to (530) 753-4055

**The deadline for applications is February 28<sup>th</sup>, 2020 at 5:00 pm.**

## VDX APPLICATION SUPPLEMENT

What are your career goals? If uncertain, in what fields are you interested?

Are you currently enrolled in college courses? If so, approximately how many hours per week can you commit to working outside of your coursework?

When is your expected date of college graduation? If not applicable, please write "NA".

Other than any current college attendance, do you or will you have another activity (i.e. job, internship, etc) that will present a conflict with your work schedule? Please explain.

Do you plan to apply to any graduate programs (veterinary, medical, dental, pharmacy, Masters or PhD programs)?

Yes, I plan to apply for admission (Month/Year): \_\_\_\_\_

No, I do not have plans for grad school.

If you were offered this position, would you be able to make a 2-year commitment?

Yes

No

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Have you taken any coursework in: (List course names, not numbers.)

Human or animal anatomy?  Yes  No

Human or animal physiology?  Yes  No

Other biological sciences? Explain.



Have you had any work experience in which you used knowledge or terminology of human or animal anatomy, physiology or other biological sciences? Please explain.

Are you comfortable dissecting or handling large, potentially bloody anatomic specimens?

How do you rate your fine motor skills? Explain.

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**Please indicate your degree of experience/comfort with the following:**

	<u>Low</u>		<u>Moderate</u>		<u>High</u>
<i>General degree of capability with computers:</i>	1	2	3	4	5
<i>Familiarity with Windows:</i>	1	2	3	4	5
<i>Familiarity with Word:</i>	1	2	3	4	5
<i>Familiarity with Excel:</i>	1	2	3	4	5
<i>Familiarity with Outlook:</i>	1	2	3	4	5
<i>Familiarity with Photoshop:</i>	1	2	3	4	5

Applicants must be able to type. Please visit this web site and take this free online typing test: <http://www.learn2type.com/typingtest/typingtest.cfm>. Try it several times as some tests are harder than others. Please give three of your scores:

Score 1: \_\_\_\_\_      Score 2: \_\_\_\_\_      Score 3: \_\_\_\_\_

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Describe your preferred role on a team, and what teamwork means to you.

Describe your ideal work environment.

What is your preferred learning style (i.e. hands on, reading written materials, group collaboration, etc.)?

Describe a time you participated in a project/process/event. What was your role and what was the outcome? Were you satisfied with the experience? Why or Why not?

Is there anything else you would like us to know about you?