



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 or highlight)

E-mail (required)

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

Please contact me by ...

Position applying for: _____

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
High School	_____ Name _____ Address _____ City State Zip	_____	N/A	_____
College/ University	_____ Name _____ Address _____ City State Zip _____ Degree obtained	_____	_____	_____ GPA _____ Major/Minor _____
College/ University	_____ Name _____ Address _____ City State Zip _____ Degree obtained	_____	_____	_____ GPA _____ Major/Minor _____
Vocational/ Business	_____ Name _____ Address _____ City State Zip	_____	_____	_____ GPA _____

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.

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	

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	

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

Initials I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for 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.

Initials I hereby authorize the company to thoroughly investigate my references, work record, education and other matters 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.

Initials I understand that nothing contained in the application, or conveyed during any interview, which may be granted, 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.

Initials Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial 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.

Initials VDX is a drug-free workplace. Employees are subject to testing for drug or alcohol use in violation of company policy upon reasonable suspicion. I agree to submit to legally permissible drug testing upon an offer of employment from VDX Veterinary Diagnostics 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



CLINICAL LABORATORY ASSISTANT

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 surgical samples from veterinary patients and provide clinicians the information needed to diagnose and treat their patients. 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

Clinical Laboratory Assistant

Lab assistants work closely with pathologists and other staff to ensure accurate assessment and reporting of pathologic findings. Primary responsibilities include all tasks related to handling of clinical and research samples from receipt at laboratory to reporting of pathologic findings to archiving of sample materials. Laboratory specific responsibilities include hands-on tissue dissection and cytology preparation and laboratory work may include daily exposure to chemicals and materials such as formalin, xylene, alcohol, latex, etc. Other office responsibilities include data entry, transcription of pathology reports, answering phones, and providing exceptional customer service for our clients. Specific responsibilities will vary depending on when your shifts are scheduled.

Comprehensive training is provided for this position. Due to the training required for this position, VDX requests that candidates who apply be willing to make at least a 2-year commitment for this position. Persons who are not willing to make a 2-year commitment should not apply.

JOB REQUIREMENTS

Personal Qualifications

Ideal candidates for the Clinical Laboratory Assistant position should enjoy working in a dynamic team environment with a wide variety of responsibilities. Individuals with outstanding attention to detail, strong multi-tasking skills, strong work ethic and sense of initiative will excel in this position.

Education and Experience Qualifications

- High School Diploma or equivalent required
- Previous experience in laboratory, veterinary, or medical setting preferred
- Proficiency with Microsoft Office (Word, Excel)

- Familiarity with biological and medical terminology is preferred but not required.
- Above average typing skills preferred

HOURS & SCHEDULE

This is a full-time (40+ hours / week) position. General work hours may vary between 5:00 am and 5:30 pm, Monday-Saturday, depending on workload and other staffing. Some occasional overtime and / or weekends may be required. Some coverage of holidays may be required, depending on workload and staffing. **The position is available starting January 16th, 2023.** Alternative start dates may be considered.

WAGE AND BENEFITS

This is a career opportunity position with competitive salary and benefits. Starting wages for candidates depends on experience, ranging from \$21.00 - \$24.00 / hour. Benefits include company paid medical insurance, health savings account, disability insurance, paid vacation and sick leave, paid holidays, and participation in the Company’s 401(k) and Profit-Sharing Plan.

APPLICATION PROCEDURE

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

Email: Hiring@VDxpathology.com

or Drop-off/Mail to VDX, 215 C Street, Suite 301 (Arbor Building, 3rd floor), Davis, CA
 or Fax to (530) 753-4055

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.

VDX APPLICATION SUPPLEMENT

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

Have you applied or, 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

Please indicate your degree of experience/comfort with the following (circle or highlight):

	<u>Low</u>		<u>Moderate</u>		<u>High</u>
General degree of capability with computers:	1	2	3	4	5
Familiarity with Windows:	1	2	3	4	5
Familiarity with Word:	1	2	3	4	5
Familiarity with Excel:	1	2	3	4	5
Familiarity with Outlook:	1	2	3	4	5
Familiarity with QuickBooks:	1	2	3	4	5
Familiarity with Project Management software:	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: _____

Have you taken any coursework in human or animal anatomy, physiology, or other biological sciences? (List course names, not numbers).

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.

How do you rate your fine motor skills? Explain.

Applicants must be able to proofread and correct documents proficiently. Please review the following excerpt and circle the errors (spelling, grammatical and/or punctuation) or line through words that should not be in the passage:

“Most people take there digital cameras with them during the holidays or to shoot quick snaps on mobile phones. But, more often then not, the results can be dissappointing. This is either because most cameras aren’t set up correctly; the subject is poorly framed, or the flash is set to automatic when it should be disabled. Fortonately, a few simple techniques can help you take better photos the next time you travel.”

"Do you or will you have another activity (i.e., job, internship, etc.) that will present a conflict with the required work schedule? Please explain.

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

Describe your ideal work environment.

What do you value in your work relationships?

What is your preferred learning style?

Describe a time you participated in a project. What was your role and what was the outcome? Were you satisfied with the experience?

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