



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 ...

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 \_\_\_\_\_  
GPA \_\_\_\_\_  
N/A

**College/ University** \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
GPA \_\_\_\_\_

Degree obtained \_\_\_\_\_ Major/Minor \_\_\_\_\_

**College/ University** \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
GPA \_\_\_\_\_

Degree obtained \_\_\_\_\_ 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.

---

<hr/> Name of Employer	( )	<hr/> Telephone No.
<hr/> Type of Business		<hr/> Your Supervisor's Name
<hr/> Address & Street	<hr/> City	<hr/> State Zip
Date of Employment:	<hr/> From	<hr/> To

---

Your Position and Duties

---

Reason for Leaving

May we contact this employer for a reference? .....  Yes  No

---

---

<hr/> Name of Employer	( )	<hr/> Telephone No.
<hr/> Type of Business		<hr/> Your Supervisor's Name
<hr/> Address & Street	<hr/> City	<hr/> State Zip
Date of Employment:	<hr/> From	<hr/> To

---

Your Position and Duties

---

Reason for Leaving

May we contact this employer for a reference? .....  Yes  No

---

---

<hr/> Name of Employer	( )	<hr/> Telephone No.
<hr/> Type of Business		<hr/> Your Supervisor's Name
<hr/> Address & Street	<hr/> City	<hr/> State Zip
Date of Employment:	<hr/> From	<hr/> To

---

Your Position and Duties

---

Reason for Leaving

May we contact this employer for a reference? .....  Yes  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

## PRECLINICAL CLIENT ACCOUNT SPECIALIST

### 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. 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

#### Preclinical Client Account Specialist

Primary responsibilities include providing support to the VDX Preclinical Research Services Team (VDx RST) through excellent research client customer service, new client account establishment, cost estimation and scheduling, study coordination, and invoicing for histopathology research studies.

**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 should enjoy working in a dynamic team environment with a wide variety of responsibilities. Individuals with outstanding attention to detail, strong work ethic and strong sense of initiative will excel in this position.

Candidates with a science background and/or experience with QuickBooks will be given preference. An understanding of, or course work in, biological sciences including basic biology, anatomy and/or physiology is helpful but not mandatory. Familiarity with biological and medical terminology is also desirable but not required.

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

- Bachelor's degree required
- Previous customer service experience preferred, particularly phone and email correspondence
- Experience with and/or course work in biological science, medical/biological terminology, etc. preferred but not required
- Proficiency with Microsoft Office (Word, Excel)
- Experience with QuickBooks or other accounting software preferred but not required
- Above average typing skills

### **HOURS & SCHEDULE**

**This is a full-time (40+ hours / week) position.** General work hours vary and may include shifts between the hours of 8:00 am to 5:30 pm, Monday-Friday. Some occasional overtime and / or weekends may be required. Flexible part time scheduling for training may be considered. **The position is available immediately.**

### **WAGE AND BENEFITS**

This is a career opportunity position with competitive salary and benefits. This position is offered at a starting wage of **\$21.00 / hour** (*current pay scale \$21.00-\$24.00*), and is eligible for performance-based wage increases at annual evaluations. Benefits include medical insurance, health savings account, dental insurance, disability insurance, paid vacation, paid holidays, and participation in the Company's 401(k) and Profit-Sharing Plan.

### **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 / CV and names of three work related references to:

Email to **hiring@vdxpathology.com**

or Drop off/Mail to VDX, 215 C Street, Suite 301 (Arbor Building, 3<sup>rd</sup> floor), Davis, CA

or Fax to (530) 753-4055

**Please submit your application as soon as possible, as the application will be removed once the position is filled.**

*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?

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.

Have you applied or 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

---

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.



---

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

	<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 (Breeze, Trello, Asana, etc.):	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: \_\_\_\_\_

---

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

What would you consider to be your ideal work environment?

What do you value in your work relationships?

Tell us about a time when you have had a conflict with a coworker or client and what you did to resolve it?

Describe a time in which you had difficulty mastering a skill/job/hobby and what the experience was like for you.

Describe a time when you received constructive feedback for your work and how you utilized this feedback to improve your performance.

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

Describe your customer service experience.

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

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