
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 / Cell / Work
 Home Phone Cell Phone Work Phone 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.)

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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	_____ _____ GPA
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

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

LABORATORY ASSISTANT – CUSTOMER SERVICE

COMPANY DESCRIPTION

VDx Veterinary Diagnostics 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. 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

Laboratory assistants, with a focus on customer service, work closely with pathologists and other staff to ensure accurate assessment and reporting of pathologic findings. Primary responsibilities include transcription of pathology reports, answering phones, providing exceptional customer service for our clients, dispatching courier calls, filing, occasional cleaning and sample pick-up/drop off for local area clients and other office related tasks. Laboratory specific responsibilities include hands-on tissue dissection and cytology preparation, inventory and maintenance of laboratory supplies, handling of chemicals for sample preparation, neutralization and disposal of waste chemicals and maintenance of the laboratory areas. Laboratory work may include daily exposure to chemicals and materials such as formalin, xylene, alcohol, latex, etc.

Note: This specific position requires a one-year commitment to the clinical department. After this time, transfer to another department or position may be considered.

JOB REQUIREMENTS

Personal Qualifications

Successful candidates for the Laboratory Assistant position are energetic leaders in the community who pride themselves on having a strong work ethic and strong sense of initiative. Applicants must demonstrate ability to work 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 and 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

Applicants with background experience in customer service, and laboratory, veterinary or medical settings are preferred. Experience with and/or comfort in providing customer service over the phone is strongly preferred. Experience with and/or course work in biological science, medical/biological terminology, anatomy and physiology is highly desired. Excellent proofreading ability and typing skills are required as the transcription duties of this job will require some periods of prolonged proofing and typing (preference is given to applicants who can type at least 50 wpm). Fine motor skills for manipulating laboratory specimens are required. Familiarity with Windows, Word, Excel and Outlook, and general office equipment is helpful.

HOURS & SCHEDULE

The available position is full time. Work hours may vary between 4:00 am and 5:30 pm (the shift will tend towards 9 am - 5:30 pm), Monday-Saturday, depending upon workload and other staffing. Coverage of holidays is also required and is based on workload and staffing (President's Day, Fourth of July, Memorial Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day). Some overtime may be required. **The position is available starting October 18, 2021.** Alternative start dates may be considered.

WAGE AND BENEFITS

The hourly wage starts at **\$19.00** per hour (with a Bachelors degree and relevant science/biology background). The position also includes the following benefits: medical insurance, health savings account, 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 Application Supplement below. **Please fax, mail, e-mail or drop off** a completed, signed application and supplement along with names of three work related references and a copy of your résumé to VDX Veterinary Diagnostics, 215 C Street, Suite 301, Davis, CA 95616. Fax: (530) 753-4055. E-mail: ajohnson@vdxpathology.com. **Please submit your application by Friday, October 1st, 2021.**

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

APPLICATION SUPPLEMENT

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

Have you applied to, or do you hope or plan to apply to graduate or professional school (i.e., veterinary, medical, optometry or law school, etc...)? If so, please explain and state specifically when?

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.

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

How do you rate your fine motor skills? Explain.

Please indicate your degree of experience and comfort with the following on a scale of 1 to 5 (1 being no experience and 5 being proficient/extremely familiar – can circle or highlight):

General degree of comfort and 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 Networking: **1 2 3 4 5**

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/highlight 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.”

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

Score 1: _____ Score 2: _____ Score 3: _____

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.

Are you willing to work any shift as described in the 'Hours and Schedule' portion of the application, including work hours between 4am-5:30pm, Saturdays, Holidays and overtime as needed?

Describe your preferred role on a team.

Describe your ideal work environment.

What is your preferred learning style?

Describe what teamwork means to you.

Describe customer service experience.

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'd like us to know about you?