



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

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

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

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<hr/> Address & Street	<hr/> City _____ State _____ Zip _____
Date of Employment: _____	_____
From _____ / _____ / _____	To _____ / _____ / _____
<hr/> Your Position and Duties	
<hr/> Reason for Leaving	
May we contact this employer for a reference? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No	

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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	E-mail	
_____	_____	
Manner of acquaintance	How long acquainted	

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

_____	_____	( ) _____
First Name	Last Name	Telephone No
_____	_____	_____
Address & Street	City	State Zip
_____	_____	
Occupation	E-mail	
_____	_____	
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: Customer Service-Focused**

### **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 (biopsy and cytology) 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 medical devices for FDA approval. Our company culture focuses on building a staff of high character individuals that are committed to providing our clients reliable top-quality results and exceptional customer service, while taking pride 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 Assistants work closely with pathologists and other staff in a variety of areas of the laboratory to ensure accurate assessment and reporting of pathologic findings to our client veterinarians. This particular position is focused on customer service, however, duties may also include other 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 may also include work in advanced cancer diagnostics such as flow cytometry and PCR. 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. Laboratory work may include daily exposure to chemicals and materials such as formalin, xylene, alcohol, latex, etc.

**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.**

**Applicants must be willing to consent to facial and iris scan technology for time keeping purposes.**

**Daily attendance in the laboratory is required. This position does not support remote work.**

### **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, Bachelor's degree preferred - 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 May 6th, 2024.** Alternative start dates may be considered. Full-time attendance in the lab is required. This is not a remote work position.

## **WAGE AND BENEFITS**

Starting wage is \$22.00-23.50/hour plus benefits, for candidates with a Bachelor's degree in a science related field. Benefits include company paid medical insurance, health savings account, disability insurance, life insurance, paid vacation and sick leave, paid holidays, and participation in the Company's 401(k) Plan. This is the entry level position in the Clinical Laboratory Technician series (CL Assistant, CL Tech 1, CL Tech 2, CL Tech Sr, CL Tech Specialist) with salary ranging from \$17.00-40.00/hour and offers opportunity for transfer into other areas of the laboratory as well as advancement into career-level positions for those who excel.

## **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](mailto: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

## VDX APPLICATION SUPPLEMENTAL QUESTIONS

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** with 5 being the highest familiarity – circle, highlight or bold your selection):

General degree of comfort and capability with computers:

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 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.

How do you prefer to learn (i.e., hands on, lecture, 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?

Describe what teamwork means to you.

Is there anything else you'd like us to know about you?