



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

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.

_____	(____) _____
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? Yes 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? Yes 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? 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	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 all the information above is true and complete. I understand that any falsification, material omission or misstatement of information 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 further certify that I, the undersigned applicant, have personally completed this application.

Initials I understand that any offer of employment will be conditioned upon complying with all of the Company's requirements including, but not limited to, signing any requested consent for the Company to conduct an investigation or obtain a report about my background.

Initials I hereby authorize VDX to contact references/employers/educational institutions I have provided to confirm work and education history listed above.

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 me and the Company. In addition, I understand and agree that if I am employed, my employment is "at-will" – that is, it 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 I agree to submit to a controlled substances screening and physical examination by the Company's designated medical practitioner and at the Company's expense upon receiving a conditional offer of employment from the Company.

Date

Applicant's Signature

Please print name



PART-TIME 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 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

Lab assistants work closely with pathologists and other staff to ensure accurate assessment and reporting of pathologic findings. Primary responsibilities include filing, occasional cleaning and other office related tasks, as well as tasks related to handling of clinical and research samples from receipt at laboratory to archiving of sample materials - including packaging and organization of research specimens and associated paperwork for study closure and return of study materials. Other duties include providing excellent customer service for our clients including answering phones, data entry, transcription of pathology reports, and dispatching courier calls.

Laboratory specific responsibilities include inventory and maintenance of laboratory supplies, handling of chemicals for sample preparation, neutralization and disposal of waste chemicals and tissues, and maintenance of the laboratory areas. Laboratory work may include daily exposure to chemicals and materials such as formalin, xylene, alcohol, latex, etc.

Specific responsibilities will vary depending on when your shifts are scheduled.

JOB REQUIREMENTS

Personal Qualifications

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

HOURS & SCHEDULE

The available position is part-time. The schedule is flexible and work hours may vary between 5:00 am and 5:30 pm, Monday-Saturday, depending upon workload and other staffing. Coverage of holidays may also be required and is based on workload & staffing (Presidents' Day, Fourth of July, Memorial Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day). **The position is available immediately.**

WAGE AND BENEFITS

Starting wages for candidates depends on experience, ranging from \$17.00 - \$21.00 / hour. This part-time position includes paid sick leave as required by California law, but does not include any paid vacation or other paid benefits.

APPLICATION PROCEDURE

Please submit your completed, signed application and supplement packet (next pages) 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.

VDX APPLICATION SUPPLEMENTAL QUESTIONS

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

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

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?