

Client Services Specialist Info Date _____

Please provide as much detail as is possible. Thank you!

Name:

Phone Number:

E-mail:

Do you have experience in client services? **Y or N** How long?

Notes:

Are you willing to have a criminal background check? **Y or N**

Would you pass a drug test? **Y or N**

Are you available for shifts on weekdays between 7:30 AM and 6:30 PM & on Saturdays from 7:30 AM to 2 PM? **Y or N** If no, what restrictions?

How often might you need to be unexpectedly absent from work due to illness or another unpredictable event?

What experience do you have handling client service on the phone?

What is your experience with MS Word? _____ How long?

Notes:

How much computer experience do you have?

Current or most recent job: _____ hours per week: _____

How long been at this job? _____ Why leaving/left? _____

Duties:

Do you have any experience working in a veterinary hospital or medical/dental facility? **Y or N**

Other skills or things we should know about?

What most interests you about this job?

Please submit your resume (if available) and please complete our application. We will call within 1 to 2 weeks to set up testing & interviews. Thank you for your interest!!!!