

## Employment Application Questionnaire

Please read the following questions and answer them to the best of your ability. Please note that there are no right or wrong answers. These questions merely help us to see your organizational skills and your personality.

1. Mrs. Jones had a 9:45AM appointment and it is now 10:15AM and she just walked into the clinic. Your schedule is pretty heavy; How would you handle this situation?
2. Your appointment schedule is fully booked up and you receive a phone call from Mr. Johnson who just realized that "Maverick" his dog is past due for his vaccinations. He would like to schedule an appointment this afternoon to update them. What would you do?
3. In the middle of scheduled appointments an emergency case comes in and you take the pet back for immediate attention. This is going to put the scheduled appointments behind. What is the responsibility of the receptionist at this time?
4. The veterinary field is always unpredictable. Sometimes you may be asked to help in other areas of the hospital that you typically don't work in. (Examples: Kennel care, walking animals, helping with treatments, bathing or cleaning up accidents in the waiting area or parking lot.) Do you feel you are versatile to change your duties and priorities midstream?
5. Would you object to coming into the clinic after hours to help assist the doctors if needed?
6. Where would you like to see yourself 2 years from now as far as work is concerned?

I certify that all of my answers in this employment application are true and complete to my best knowledge.

Name: \_\_\_\_\_ Date: \_\_\_\_\_