

Typically our Front Desk & Medical teams work Monday – Friday 7am – 8pm; Saturday 7am – 4 pm

Kennel staff needs to be available seven days a week both mornings and evenings

Are you available to work at our Middleburg Hts. Office, 16949 Bagley Rd. (I-71& Bagley) Yes ___ No ___

Are you available to work at our Olmsted Twp Office, 27093 Bagley Rd. (Stearns-Bagley Plaza) Yes ___ No ___

Availability

Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
From	To	From	To	From	To	From	To	From	To	From	To	From	To

Tell us about your work experience over the past 5 years (attach resume, if available).

Company	Position	Dates Employed		Reason for leaving
		From	To	

If you have experience working in a veterinary practice, please describe those duties. _____

Are you younger than 18 years old? Yes ___ No ___ If yes, how old are you? _____

Education – Circle last year completed: 6 7 8 9 10 11 12 / 1 2 3 4 Graduate School

Please tell us where you went to school:

Degree	Name of School	Course of Study	Location	Graduate
High School				
Associates Degree				
Bachelors Degree				
Graduate				
Other				

Why do you want to work here? _____

Please tell us about your current pets by describing them below (attach separate sheet if necessary)

Name	Species (dog, cat, etc.)	Approx. Age

Section 2: Testing

Please answer the following questions:

1. You are responsible for maintaining the spray cheese inventory. Each exam room should have 4 cans of cheese. Exam Room 5 does not require any cans of cheese. Currently, we have 6 cans total in the building. If there are 5 total exam rooms (including Exam Room 5), how many cans of cheese do you need to order? _____
2. Employees are awarded 15 days of vacation on January 1 of each year. Bill went on vacation for 3 days in February and he took four days off to go on a trip during June. Today is October 31st. How many vacation days does Bill still have? _____
3. A client brings their pet to us for boarding on February 1st. Boarding costs \$25/night. When they come in to pick up their pet on February 5th they use 10 Big Creek Bucks (acts like a coupon) to help pay for the bill. How much is the balance of their bill? _____
4. Suzy, the cat, just received a preventive care exam, rabies vaccine, and an Intestinal parasite test.

Please review the following invoice before discussing it with the client.

Preventive Care Exam	\$ 59
Feline Rabies Vaccine	\$ 30
Feline Distemper Vaccine	\$ 35
Intestinal Parasite Test	<u>\$ 45</u>
Total	\$169

Is the invoice correct? Yes ___ No___ If No, why not? _____

For the next two questions, rate your skills on a scale of 1 to 10 (with 10 being highest)

5. Interpersonal communication skills 1 2 3 4 5 6 7 8 9 10
6. Computer skills 1 2 3 4 5 6 7 8 9 10

Circle the appropriate word to fill in the blank and complete the sentence.

- 7. How many vacation days do I _____ left this year? a. have b. got
- 8. In what department was _____ first job with the company? a. you're b. your
- 9. _____ hospital is the best in Cleveland. a. Our b. Are
- 10. Susan called in sick. She is not feeling _____ today. a. good b. well
- 11. Get the treatment tray from over _____. a. their b. they're c. there
- 12. Is the firm's disaster plan sufficient _____ ensure that we are prepared for a tornado? a. too b. to

Circle all the appropriate answers for the next two questions.

- 13. We care for pocket pets, which we define as small, furry, four-legged pets. Using this definition which of the following are pocket pets? a. Rabbit b. Cockatoo c. Rat d. Gecko e. Chinchilla f. Ferret g. Turtle
- 14. Which of the following are dog breeds? a. Maine Coon b. Basenji c. Bichon d. Great Dane e. Ragdoll

For the following, please circle the response that best describes you.

- 15. What pace do you typically enjoy working?
 - a. A moderate, controllable, & predictable environment
 - b. A faster-paced atmosphere with deadline pressure and time constraints
 - c. A hyper speed, chaotic, management-by-crisis culture like that on the stock exchange trading floor
 - d. Slow and steady wins the race
- 16. Do you make negative comments about your past employer(s) on Facebook? True False
- 17. It's hard to keep motivated when the boss is not around the office. True False
- 18. At least once I have used an illegal drug at work or shortly before coming to work. True False
- 19. I get along well with my co-workers. True False
- 20. I'm not afraid around dogs or cats. True False
- 21. I enjoy working with teammates to accomplish projects. True False
- 22. I enjoy working with customers. True False

The following lets us know if we would be a good match for you.

- 23. What are three most important things you want in an employer:
 - a. _____
 - b. _____
 - c. _____
- 24. If interviewed, what three questions do you want us to answer about the job and Big Creek Pet Hospital?
 - a. _____
 - b. _____
 - c. _____

By signing this application you attest that the information in Section 1: Personal Information is true.

Applicant's Signature _____
BCPH Employment Application

Date: _____