

Client Services Specialist Pre-Interview Sheet

Date _____

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

Name: _____ Phone Number: _____

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

Notes: _____

Are you willing to have a criminal background check & credit check history? **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 12:00 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!!!