

Client Services Specialist Info

Date: / /

Please provide as much detail as possible. Thank You!

Name: _____ Phone: _____

Email: _____

Do you have experience in client services? Yes No How Long?

Describe:

Are you willing to have a criminal background check and credit check history? Yes No

Would you pass a drug test? Yes No

Are you willing to submit to a drug test? Yes No

Are you available for shifts on weekdays between 7:45 A.M. and 5:00 P.M. and on Saturdays from 9:00 A.M. to 12:00 P.M.? Yes No

If no, what restrictions?

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

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

Have you answered multi-line phones? Yes No

Tell me about the worst customer you have ever had to deal with:

How much computer experience do you have?

Do you feel comfortable on the internet? Yes No

Do you have a Facebook account? Yes No

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

How long have you been at this job? Why did you leave?

What do/did you like most about this job?

What do/did you like least about this job?

Duties:

Do you have experience working in a veterinary hospital or medical/dental facility? Yes No

Other skills we should know about?

What do you think is the most important aspect of client services?

How do you feel about your verbal communication skills?

Are you comfortable with multitasking?

Do you have experience handling dogs? Cats?

Would you feel comfortable collecting fees from upset clients?

What most interests you about this job?

Please submit your resume (if applicable) and complete our employment application.
Thank you for your interest!

