

Client Services Specialist Pre-Interview Sheet

Date _____

*If you wish to be considered for the position of Client Services Specialist, please complete this pre-interview sheet, **in addition to our application**. 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? _____

Please describe: _____

Are you available for shifts on weekdays between 7:00 AM and 8:30 PM & on Saturdays from 7:45 AM to 1 PM? **Y or N** If no, what are your restrictions? _____

What most interests you about this position? _____

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

How long? _____ Please describe: _____

What experience do you have handling multiple phone lines? _____

What computer programs are you familiar with? Proficient in? _____

What other skills do you have that will help you be successful in this job? _____

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