

Apply to work with Delaware as a Small Animal Receptionist

PRIVATE AND CONFIDENTIAL		POSITION APPLIED FOR: Small Animal Receptionist	
Return this form to: ssmith@delawarevets.co.uk			
<u>Critical Questions</u>			
Do you have experience in customer service?		Yes	No
Do you have experience working in a team?		Yes	No
Title:	Forename(s):	Surname	
Address:			
Postcode:	Telephone Number:	Email Address:	
Do you hold a current valid driving licence?		Yes	No
Are there any restrictions on you taking employment in the UK?		Yes	No
Do you have any unspent criminal convictions?		Yes	No

<u>Competency Questions:</u>
You arrive at work early to find a distressed client on the doorstep with an injured cat, what do you do?
How would you feel if you were asked to clean up pet faces/vomit/blood?
Tell us about a time when you have gone above and beyond to meet a client's needs?

Employment History

please complete in full and use a separate sheet if necessary

Name and address of employer and dates of employment (MOST RECENT FIRST)	Job role Duties, responsibilities and key achievements	Reason for leaving

Education

(Please complete starting with most recent first)

Training Provider (School, College, University)	Subject	Qualification achieved

References

Please note here the names and contact details of two people we could contact for a reference (should you be successful) including at least one from your current/most recent employer.

1.

2.

Tell us about you

Why have you applied for this role? What could you bring to the team? Describe any knowledge, passions or experience you feel is relevant to this role.

The important legal bit

1. Have you ever been convicted of any criminal offences, which are not deemed spent under the terms of the Rehabilitation of Offenders Act 1974? If yes, please give details.
2. Do you know anyone who works at the practice? If yes please detail relationship.
3. Are there any matters or situations that may affect your application, or ability to perform the job role, that the practice should be made aware of? This may include restrictions on working, physical fitness, previous commitments. If yes please give details.

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contact offered.

Signed:.....

Date:.....