HANDWRITING UNIVERSITY INTERNATIONAL

How to Hire Excellent Employees Through Handwriting Analysis: The Baggett Employee Attraction Screening System.



How to Attract & Hire the Best Employees Using This Step-By-Step Screening Method With Fewer Interviews, Less Effort, No phone Calls, and No Hiring Headaches

Baggett Employee Attraction & Screening Method.

- Run an ad that attracts & qualifies
- Further qualify based on specific tasks
- Pre-Screen Based on Ability
- Pre-Screen Based on Personality Traits
  (Requires Handwriting Analysis Expertise)
- Conduct Telephone Interview

Attraction Based Ad



(Get Applicants Jumping Through Hoops to Simply Get An Interview.)

Job Sites, Craig's List, Monster.com, Etc.

Real Sample of Attraction Based Ad

Wanted: Administrative Assistant/Case Manager in Sherman Oaks Forensic Office.

You will work with two forensic document examiners and their clients.

The hours are Monday – Friday between 8 am and 6 pm; you can pick your time within the range given, we are flexible. 30- 40 hours a week.

Job Requirements:

- Experience as an administrative assistant, deadline and detail oriented environment
- Proven clear thinker, well organized, level headed, solution oriented
- Must be a self-starter, able to prioritize tasks, efficient
- Proficient to Intermediate MS Office (Word, Excel, & PowerPoint), Proficient Adobe Acrobat and Basic Photoshop.
- No physical labor beyond lifting paper for storage

Are you looking for 30-40 hours per week in a fascinating office working with legal issues, lawsuits, attorneys, and forensic document examiners?

We are a unique small fun-loving casual office having clients with sensitive and personal matters that require absolute professionalism. We have a busy weekly case load of legal documents requiring case setup, case tracking and client liaison. Duties to include speaking with clients, scanning and labeling documents, writing and proofreading letters, logging information and filing.

Pay is hourly, starting at $13 with a raise after 6 months and then annually. Medical benefits available after 90 days of employment. Paid holidays too.

Use the following simple steps to apply.
1. Download this PDF formatted application from our website:

http://handwritingexperts.com/jobs/application2013.pdf

2. Print out the application and fill out completely.

3. Once you have completed the handwritten application, scan it and email to jobs@handwritingexperts.com in one single easy-to-open PDF file or fax to 310-862-1614.

Please no phone calls. Email or fax your application and questions. Thank you.

Handwritten PDF Application

[redacted] [redacted]

Application for Employment

Do not type this application, please use cursive or print-script handwriting with a ball point pen. When complete, fax or scan/email to our office.

Name _____

Street Address: _____

City, State, Zip Code: _____

Mobile Phone Number

(_____)_____ Text Friendly ____Yes ____No

Are you eligible to work in the United States? ____Yes ____ No
What is your country of citizenship? _____

If you are under age 18, do you have an employment/age certificate?

___ Yes ___ No

Have you been convicted of or pleaded no contest to a felony within the last 10 years? ____Yes ____ No
If yes, please explain:
_____

_____

Positin/Availabilty:

Position Applied For _____

Days/Hours Available (Example: Monday *10am - 7pm*)
Monday _____ Tuesday_____ Wednesday _____
Thursday_____ Friday _____ Saturday _____
Sunday _____

What date are you available to start work? _____

Is your resume attached? _____

Eliminate All Applicants Who Fail to Follow Directions. (no handwritten submissions)

[redacted]

[redacted]

Application for Employment

Do not type this application, please use cursive or print-script handwriting with a ball point pen. When complete, fax or scan/email to our office.

Name John Applicant

Street Address: 123 Idontread Ave.,

City, State, Zip Code: Any City, CA , 91423

Mobile Phone Number

(555) 555-5555 Text Friendly x Yes ___No

Are you eligible to work in the United States? x Yes ___ No
What is your country of citizenship? USA

If you are under age 18, do you have an employment/age certificate?

___ Yes x No

Have you been convicted of or pleaded no contest to a felony within the last 10 years? ___Yes x No
If yes, please explain:

Positin/Availabilty:

Position Applied For Proof Reader

Days/Hours Available (Example: Monday *10am - 7pm*)
Monday x Tuesday x Wednesday x
Thursday x Friday x Saturday x
Sunday x

What date are you available to start work? Now

Is your resume attached? Yes,

Eliminate All Applicants Who's Personality Simply Is Unacceptable for your office environment or job profile.

Application for Employment

Do not type this application, please use cursive or print-script handwriting with a ball point pen. When complete, fax or scan/email to our office.

Name Hydro [redacted]

Street Address: [redacted] Woodman Ave, # [redacted]

City, State, Zip Code: Van Nuys, CA 91401

Mobile Phone Number

[redacted] Text Friendly X Yes ___ No

Are you eligible to work in the United States? X Yes ___ No
What is your country of citizenship? _____

If you are under age 18, do you have an employment/age certificate?

___ Yes ___ No

Have you been convicted of or pleaded no contest to a felony within the last 10 years? ___ Yes X No
If yes, please explain:

_____

_____

Positin/Availabilty:

Position Applied For Administrative Assistant

Days/Hours Available (Example: Monday 10am - 7pm)
Monday 8am-6pm Tuesday 8AM-6pm Wednesday 8am-6pm
Thursday 8AM-6PM Friday 8AM-6PM Saturday _____
Sunday _____

What date are you available to start work? Asap

Is your resume attached? yes

BART BAGGETT'S STEP WORKING PROCEDURE FOR THE PROFESSIONAL HIRING CONSULTANTS

This procedure starts after you have secured the client and the client (company) is ready to retain your services.

1. Get 50% down payment for service

2. Schedule meeting with business owners and office manager (same call)

3. Have the client email you handwriting samples of the current owners, manager, and all past employees (good and bad) who have held the position.

4. Host a meeting and take detailed notes on the business culture and work environment. You will use this information to write an attractive ad to attract lots of candidates. Get top 3 REQUIRED personality traits and extract all responsibilities (hats), which the new employee will need to possess.

Ask exactly where the mistakes could occur and establish which traits and skill set will be optional and required.

This is the most important step. If you fail to ask the right questions during this part of the process, you will fail to locate the best employee for the company. You must interview the supervisor of the person to be hired and you must interview the supervisor's "boss" or "company owner" to understand whether or not the supervisor will be working their longer than the new employee. You must find out who has the real power in the company and this is not a question you can directly ask.

5. Write a compelling attractive ad. 1-3 pages. (Use the company website and owner's personality to help write a compelling ad.)

6. Get the DRAFT 1 of the attractive ad proofed by a professional editor.

7. Email ad and get feedback from client before you run it.

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8. Get a new yahoo or gmail account so that all submissions will only go to this email and give the login and recovery information to the client. (They should have full access to all the applications and be able to check the email during and after the project is complete.)

Make new folders called
“Rejected - did not follow directions”
“Rejected - not qualified”
“Rejected - personality issues”
“Possible Hire - In Progress”
“Possible Hire - Schedule for Interview”
“Undecided - Need Client Feedback”
“Printed - To Sort & Review”
“Misc Email Admin Stuff”

9. Design a customized “Written Application” based from the Written Application Template. Include the new yahoo email address in the ad for submissions.

> Decide the submission process and reduce the “hoops” to be equivalent to the technical skills required for the job. Example. If the job does not require scanning and modern office / internet skills, then be flexible about how to person delivers the handwritten application. Allow snail mail if the job is not highly technical in nature. If the job requires mastery of Adobe PDF / scanning, then require submission by email only.

10. Get the customized “Written Application” approved by the Client.

11. Put up landing page website where they can read more about the job and download the application. Do not put a phone number or physical address on this domain. Use a domain that is different than the client’s domain so they do not get direct calls. If “research ability” and “google experience” is not required, you can provide biographies or company overview on this page so that the person can read about the company and use that information in the essay portion of the job application. Buy domain, install domain, or use current domain that has nothing on it which could be offensive or reflect poorly on the company. www.writtenjobapplications.com example.

12. Test the email and respond to confirm email is working.

13. Review the application and ad to confirm email and URL links are all correct and working.

14. Decide which website the “job ad” will run. In the USA, it will be Craig’s list or Monster.com

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15. Run ad, pay for ad. Use sites such as Indeed.com, Craigslist.org, etc.

16. Monitor yahoo email box each day and respond, sort, and put best applications into correct Folder.

> You must respond to each submission so that they know you received their application and never communicate a rejection via the email. If you fail to communicate, the candidate will pester you or the company directly for confirmation.

17. When you have at new qualified candidate in the “Possible Hire - Schedule For Interview”, forward that application to the CLIENT and recommend an interview. Do this daily. Do Not include any notes in the email. Add notes verbally with the client in one scheduled appointment.

18. When you have at least two qualified candidates in the “Possible Hire - Schedule For Interview”, schedule a telephone “Candidate Review” so you can explain the “pros” and “cons” of the personality, based on handwriting, and the skills and talents of each candidate. Be honest. Do NOT put extremely negative comments or opinions in writing… this can be a legal issue to protect you and the company.

19. Follow up to see if they have offered anyone the job and who.

20 Once the job is filled, collect the balance of your fee.

21. Stop running all the advertisements.

22. Inform the candidates that the company has made a hiring decision and you will keep their resume on file for future job openings.

23. Change the webpage to “JOB OPENING FILLED” No more applications accepted at this time.

24. Email the client a final invoice mark “Paid” and include the user names and passwords so they have full access to the candidates and resumes inside their yahoo account.

25. Write a handwritten thank you note to the client and ask them if they know any other business owners / HR directors who they would care to refer your services too.

26. Follow up in 30 days to confirm the CLIENT is happy with the new employee. If not, offer to run the ad again at a discounted fee or free of charge.

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Bart Baggett's CONFIDENTIAL Home Furnishings Consultant's Success Survey

(To be used as research only for the presentation at the Montaage National Sales Meeting - March 2000)

Please complete this short questionnaire with a ball point pen in your own handwriting. Do not type. All answers will remain confidential and no names will be used without your permission. Please feel free to elaborate and go into more detail on any question. Your input is very valuable in the process of customizing this lecture for you and your coworkers.

Your Name: _____

Your Title: _____

In your own words, what is your favorite aspect of your job?
(What would you tell someone who was considering doing what you do for a living?)

What feeling does this aspect give you? Why?

Continued...

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In absolute privacy, please write one paragraph on why you believe that you outperform other people in your job category? Please be specific as I am trying to figure out why some people excel and other fail to perform. This is not the time to be humble, I will not show this response to anyone.

Please RANK the following personality traits based on how important you perceive each trait is to your job success or others in your job category.

Simply circle the appropriate ranking 1-10.

10 = Essential • 7= Important • 4= It Helps • 1= Not Necessary

10 ---- 9 ---- 8 ---- 7 ---- 6 ---- 5 ---- 4 ---- 3 ---- 2 ---- 1	Persistence
10 ---- 9 ---- 8 ---- 7 ---- 6 ---- 5 ---- 4 ---- 3 ---- 2 ---- 1	Enthusiasm
10 ---- 9 ---- 8 ---- 7 ---- 6 ---- 5 ---- 4 ---- 3 ---- 2 ---- 1	Analytical Thinking
10 ---- 9 ---- 8 ---- 7 ---- 6 ---- 5 ---- 4 ---- 3 ---- 2 ---- 1	Logic and detached emotion
10 ---- 9 ---- 8 ---- 7 ---- 6 ---- 5 ---- 4 ---- 3 ---- 2 ---- 1	Compassion
10 ---- 9 ---- 8 ---- 7 ---- 6 ---- 5 ---- 4 ---- 3 ---- 2 ---- 1	Diplomacy
10 ---- 9 ---- 8 ---- 7 ---- 6 ---- 5 ---- 4 ---- 3 ---- 2 ---- 1	Company loyalty
10 ---- 9 ---- 8 ---- 7 ---- 6 ---- 5 ---- 4 ---- 3 ---- 2 ---- 1	Secretive
10 ---- 9 ---- 8 ---- 7 ---- 6 ---- 5 ---- 4 ---- 3 ---- 2 ---- 1	Blunt and very upfront
10 ---- 9 ---- 8 ---- 7 ---- 6 ---- 5 ---- 4 ---- 3 ---- 2 ---- 1	Attention to Detail
10 ---- 9 ---- 8 ---- 7 ---- 6 ---- 5 ---- 4 ---- 3 ---- 2 ---- 1	Ambitious
10 ---- 9 ---- 8 ---- 7 ---- 6 ---- 5 ---- 4 ---- 3 ---- 2 ---- 1	Listening skills
10 ---- 9 ---- 8 ---- 7 ---- 6 ---- 5 ---- 4 ---- 3 ---- 2 ---- 1	Optimistic
10 ---- 9 ---- 8 ---- 7 ---- 6 ---- 5 ---- 4 ---- 3 ---- 2 ---- 1	High Self Esteem
10 ---- 9 ---- 8 ---- 7 ---- 6 ---- 5 ---- 4 ---- 3 ---- 2 ---- 1	Honesty/ Integrity

Other Important Traits not listed....

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If you could pinpoint the key personality traits / issues that cause other people in your line of work to underachieve, what would it be?

Choose your own words.....

Please use the chart below to pinpoint some other key personality traits / issues that cause other people in your line of work to underachieve. Please rank the personality traits/ issues on a scale of 1-10 that cause people to fail or simply under-perform. "10" means it is a most critcal element that causes them to fail. "1" Indicates it really doesn't effect their success or failure at all.

10 = Critical • 7= Important • 4= It Contributes • 1= No Affect	
10 ---- 9 ---- 8 ---- 7 ---- 6 ---- 5 ---- 4 ---- 3 ---- 2 ---- 1	Fear of Criticism (not being liked)
10 ---- 9 ---- 8 ---- 7 ---- 6 ---- 5 ---- 4 ---- 3 ---- 2 ---- 1	Fear of failing / low confidence
10 ---- 9 ---- 8 ---- 7 ---- 6 ---- 5 ---- 4 ---- 3 ---- 2 ---- 1	Procrastination
10 ---- 9 ---- 8 ---- 7 ---- 6 ---- 5 ---- 4 ---- 3 ---- 2 ---- 1	Fear of Success / Self-Sabatoge
10 ---- 9 ---- 8 ---- 7 ---- 6 ---- 5 ---- 4 ---- 3 ---- 2 ---- 1	Disorganized / poor time management
10 ---- 9 ---- 8 ---- 7 ---- 6 ---- 5 ---- 4 ---- 3 ---- 2 ---- 1	Lack of attention to detail
10 ---- 9 ---- 8 ---- 7 ---- 6 ---- 5 ---- 4 ---- 3 ---- 2 ---- 1	Defiant (doesn't deal well with authority or rules)
10 ---- 9 ---- 8 ---- 7 ---- 6 ---- 5 ---- 4 ---- 3 ---- 2 ---- 1	Poor people skills (or poor ability to maintain rapport)
10 ---- 9 ---- 8 ---- 7 ---- 6 ---- 5 ---- 4 ---- 3 ---- 2 ---- 1	Too Gullible / too trusting
10 ---- 9 ---- 8 ---- 7 ---- 6 ---- 5 ---- 4 ---- 3 ---- 2 ---- 1	Overly self-critical
10 ---- 9 ---- 8 ---- 7 ---- 6 ---- 5 ---- 4 ---- 3 ---- 2 ---- 1	Overly critical of other people
10 ---- 9 ---- 8 ---- 7 ---- 6 ---- 5 ---- 4 ---- 3 ---- 2 ---- 1	Resentful
10 ---- 9 ---- 8 ---- 7 ---- 6 ---- 5 ---- 4 ---- 3 ---- 2 ---- 1	Lack of Initiative
10 ---- 9 ---- 8 ---- 7 ---- 6 ---- 5 ---- 4 ---- 3 ---- 2 ---- 1	Gets Bored Easily
10 ---- 9 ---- 8 ---- 7 ---- 6 ---- 5 ---- 4 ---- 3 ---- 2 ---- 1	Lack of Creativity

If you could choose three of the above traits that have caused you or your co-workers the most challenges, which ones would they be? Can you give an work related example? (Use extra paper if needed.)

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Finally, Please copy the following sentence in your best cursive handwriting and sign your name.

The purple people eater said to the pink elephant
"You and your silly monkey do not go home from the zoo"

Your signature.

**********End of Survey**********

Please fax all four pages of this survey to Bart Baggett fax # 305-946-8302

Please complete fax before noon on Friday February 25, 2000

If you have any questions please call Bart at telephone # 214-651-8886. Please bring the originals of this survey with you in case we decide to use any sample of your questionairre or your handwriting as an overhead example.
(Only with your permission, of course.)

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Applicants Skills:

Check those skills that you have. List any other skills you have that may be useful for the position you are seeking. Enter the number of years experience and circle the number which corresponds to your ability for each skill. (One represents poor ability and five represents exceptional ability.)

Skill	Years Experience	Ability Rating
Microsoft Word	15+	1 2 3 **(4)** 5
Microsoft Excel	15+	1 2 3 **(4)** 5
Microsoft PowerPoint	15+	1 2 3 **(4)** 5
Adobe Acrobat	5	1 2 3 **(4)** **(5)**
Typing	20	1 2 3 4 **(5)**
Filing	20	1 2 3 4 **(5)**
Scanning	10	1 2 3 4 **(5)**
Letter writing, editing	10	1 2 3 **(4)** 5
Customer Service	15	1 2 3 4 **(5)**
Emailing Attachments	10	1 2 3 4 **(5)**
Faxing	15	1 2 3 4 **(5)**
Mailing letters/packages	15	1 2 3 4 **(5)**

At Cozzoli Veterinary Hospital we provide the highest quality & compassionate medical pet care for the discerning owner that understands there is a difference

Crystal Gieralt
1133 Horseshoe Bend
Irving, TX 75061
(214) 701-4318

Dr. Stearman & Angie: June 2nd, 2015

This letter is to notify you that Monday June 8th, 2015 will be my last day here at Coppell Veterinary Hospital.

I have been offered a permanent position with a company that offers medical benefits, and due to recent changes in my husband's employment, is something I need.

I appreciate your understanding in this matter.

Thank you for all your help & for this great learning opportunity.

Best regards
Crystal Gieralt

Wanted: JOB TITLE in CITY in company genre

You will work with _ description of the attractive team or topic.

The hours are Monday – Friday between 8 am and 6 pm; you can pick your time within the range given, we are flexible. 30- 40 hours a week.

(Use words like flexible, casual atmosphere, green friendly, etc. "attract them with a corporate culture of cool, hip, easy-going, fun.)

Job Requirements:

- Experience as an JOB TITLE,
- _____ and _____ environment
- Proven _____ thinker, well _____, _____, _____
- Must be a _____, able to prioritize _____, _____
- Proficient to Intermediate LIST SOFTWARE PROGRAMS OR SPECIAL SKILL SET
- ___ physical labor beyond lifting paper for storage (if applicable)

Are you looking for ?? hours per week in a fascinating office working with _____ issues, _____, kind of clients, and genre of co-workers?

We are a unique small fun-loving casual office having clients with sensitive and personal matters that require absolute professionalism. We have a busy weekly case load of _____ requiring Action 1, Action 2, Action 3. Duties to include duty 1, duty 2, duty 3, duty 4.

Pay is _____, starting at $_____with a raise after 6 months and then annually. Medical benefits available after ____ day of employment. Paid holidays too.

Use the following simple steps to apply.

1. Download this PDF formatted application from our website:

http://yourdomain.com/jobs/application2014.pdf

2. Print out the application and fill out completely.

3. Once you have completed the handwritten application, scan it and email to jobs@handwritingexperts.com in one single easy-to-open PDF file or fax to 310-862-1614.

Please no phone calls. Email or fax your application and questions. Thank you.

NOTICE NO PHONE NUMBER, ONLY WEBSITE.

Wanted: Administrative Assistant/Case Manager in Sherman Oaks Forensic Office.

You will work with two forensic document examiners and their clients.

The hours are Monday – Friday between 8 am and 6 pm; you can pick your time within the range given, we are flexible. 30- 40 hours a week.

Job Requirements:

- Experience as an administrative assistant, deadline and detail oriented environment
- Proven clear thinker, well organized, level headed, solution oriented
- Must be a self-starter, able to prioritize tasks, efficient
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http://handwritingexperts.com/jobs/application2013.pdf

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[redacted] [redacted]

Application for Employment

Do not type this application, please use cursive or print-script handwriting with a ball point pen. When complete, fax or scan/email to our office.

Name _____

Street Address: _____

City, State, Zip Code: _____

Mobile Phone Number

(_____)_____ Text Friendly ____Yes ____No

Are you eligible to work in the United States? ____Yes ____ No
What is your country of citizenship? _____

If you are under age 18, do you have an employment/age certificate?

___ Yes ___ No

Have you been convicted of or pleaded no contest to a felony within the last 10 years? ____Yes ____ No
If yes, please explain:
_____

_____

Positin/Availabilty:

Position Applied For _____

Days/Hours Available (Example: Monday *10am - 7pm*)
Monday _____ Tuesday_____ Wednesday _____
Thursday_____ Friday _____ Saturday _____
Sunday _____

What date are you available to start work? _____

Is your resume attached? _____

[redacted]

[redacted]

Applicants Skills:
Check those skills that you have. List any other skills you have that may be useful for the position you are seeking. Enter the number of years experience and circle the number which corresponds to your ability for each skill. (One represents poor ability and five represents exceptional ability.)

Skill	Years Experience	Ability Rating				
Microsoft Word		1	2	3	4	5
Microsoft Excel		1	2	3	4	5
Microsoft PowerPoint		1	2	3	4	5
Adobe Acrobat		1	2	3	4	5
Typing		1	2	3	4	5
Filing		1	2	3	4	5
Scanning		1	2	3	4	5
Letter writing, editing		1	2	3	4	5
Customer Service		1	2	3	4	5
Emailing Attachments		1	2	3	4	5
Faxing		1	2	3	4	5
Mailing letters/packages		1	2	3	4	5

EMPLOYMENT HISTORY: *Attach resume if you have one.*
Present Or Last Position:

Employer: _____

Employer's website: _____

Address, City, State: _____

Supervisor: _____

Phone: _____ Email: _____

Position Title: _____ From: _____ To: _____

Responsibilities: _____

_____

Salary / Wage: _____

Reason for Leaving: _____

[redacted] [redacted]

Previous Position:

Employer: _____

Employer's website: _____

Address, City, State: _____

Supervisor: _____

Phone: _____Email: _____

Position Title: _____ From: _____ To: _____

Responsibilities: _____

_____

Salary / Wage: _____

Reason for Leaving: _____

Previous Position:

Employer: _____

Employer's website: _____

Address, City, State: _____

Supervisor: _____

Phone: _____Email: _____

Position Title: _____ From: _____ To: _____

Responsibilities: _____

_____

Salary / Wage: _____

Reason for Leaving: _____

[redacted] [redacted]

May We Contact Your Present or Past Employer?

Yes _____ No _____

Education and Training:

	Name of School	Course of Study	Years Completed	Diploma Degree
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Other Training, Awards, Honors, Special Achievements:

_____

_____

References:

1.	( )
(Name)	(Phone #)
(Address)	(E-Mail Address)
2.	( )
(Name)	(Phone #)
(Address)	(E-Mail Address)

[redacted] [redacted]

What is your best quality in the role of employee for a small company?

What is the one weakness, which a past employer would say you need to improve?

We realize this might not be your dream job, but it might be a perfect fit for you right now… please tell us what your career ambitions really are over the next decade? What do you really want?

[redacted] [redacted]

Why should we consider you for this position?

Please provide any further information that you believe should be considered.

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Your Signature_____ Today's Date_____

Once you have completed the handwritten application, scan it and email to [redacted]@[redacted].com in one single easy-to-open PDF file or fax to [redacted]
To verify receipt email jobs@[redacted].com

Coppell Veterinarian Hospital
www.coppellvet.com coppellpetcare@yahoo.com

Application for First Interview

Do not type this application, please use cursive or print-script handwriting with a blue ball point pen. When complete, please follow the instructions on the last page on how to get this application to our hiring team.

Name _____

Street Address: _____

City, State, Zip Code: _____

Mobile Phone Number

(_____)_____ Text Friendly ____Yes ____No

General Information:

Position Applied For _____

Days/Hours Available (Example: Monday *10am - 7pm*)
Monday _____ Tuesday_____ Wednesday _____
Thursday_____ Friday _____ Saturday _____
Sunday _____

What date are you available to start work? _____

Are you eligible to work in the United States? ____Yes ____ No
What is your country of citizenship? _____

If you are under age 18, do you have an employment/age certificate?

___ Yes ___ No

Have you been convicted of or pleaded no contest to a felony within the last 10 years? ____Yes ____ No If yes, please explain:

_____

What is your best quality in the role of employee for a small family owned company who cares for pets and supports pet lovers?

_____

_____

_____

_____

_____

_____

Are you currently a cigarette smoker ? ____Yes ____ No

Are you willing and able to lift pet food bags of up to 40 pounds on occasion as part of this job ? ____Yes ____ No

If you are working the front desk alone, how likely are you to spend time on Facebook or social media? ____Very Likely ____ Occasionally ____ Never ____ Other _____

Explain _____

Education and Training:

	Name of School	Course of Study	Years Completed	Diploma Degree
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Applicants Skills & Self-Assessment:

Give us an idea of how you assess yourself in the following skills or personality traits. We realize it is unlikely one person is a 5 at everything listed here or even has experience with these items. In fact, don't assume just because it is on the list that is part of the job requirements. Wink. Just answer honestly and please don't exaggerate. List any other skills you have that may be useful for the position. Enter the number of years experience and circle the number which corresponds to your ability for each skill. (One represents poor ability and five represents exceptional ability.)

Skill	Years Experience	Ability Rating
Customer Service		1 2 3 4 5
Receptionist Work		1 2 3 4 5
Answering Phones		1 2 3 4 5
		1 2 3 4 5
Handling Payments		1 2 3 4 5
Asking Clients for Payment		1 2 3 4 5
Calculating Invoices		1 2 3 4 5
Light Bookkeeping		1 2 3 4 5
		1 2 3 4 5
Pet Owner or Pet Caretaker		1 2 3 4 5
		1 2 3 4 5
Data entry into computer		1 2 3 4 5
Attention to Details		1 2 3 4 5
		1 2 3 4 5
Punctuality		1 2 3 4 5
Working Alone		1 2 3 4 5
Working on a Team		1 2 3 4 5
Typing		1 2 3 4 5
Transcribing Dictation		1 2 3 4 5
		1 2 3 4 5
Helping Others		1 2 3 4 5
Working With People		1 2 3 4 5
Facebook Posts		1 2 3 4 5
Microsoft Word		1 2 3 4 5
Twitter		1 2 3 4 5
Instagram		1 2 3 4 5

EMPLOYMENT HISTORY: *Attach a typed resume if you have one.*

Present Or Last Position:

Employer: _____

Address, City, State: _____

Position Title: _____ From: _____ To: _____

Responsibilities: _____

_____

Salary / Wage: _____

Reason for Leaving: _____

May We Contact Your Present or Past Employer?

Yes _____ No _____, Explain _____

Previous Position:

Employer: _____

Address, City, State: _____

Supervisor: _____

Phone: _____Email: _____

Position Title: _____ From: _____ To: _____

Responsibilities: _____

_____

Salary / Wage: _____

Reason for Leaving: _____

References will be requested before the first in person interview. References will be contacted if you are one of our final top candidates.

Please list all books, seminars, trainings, or mentors you have had in the area of office support staff, receptionist skills, vets, or working in a small business environment.

What is one weakness which a past employer might have said you need to improve?

We realize this might not be your dream career, but it might be a perfect fit for you over the next five years. If this is your dream job, please tell us why. Please tell us what your career ambitions really are over the next decade? What do you really want for your life?

Why should we consider you for this position?

After researching the Coppell Veterinarian Hospital, please explain who founded the clinic and why you think you be a great addition to the small family owned office.

Please provide any further information that you believe should be considered for your first to be granted an in-person interview.

Is your resume attached to the email your are sending? _____

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Your Signature_____ Today's Date_____

Once you have completed the handwritten application, scan and email to
coppellpetcare@yahoo.com
in one single easy-to-open PDF multipage file.

You may attached your typewritten resume as a second attachment.

To verify receipt you may email us at: coppellpetcare@yahoo.com

SNAIL MAIL

If you are not very technical or cannot find someone to assist you in scanning and emailing the application, you can use the more traditional snail mail to the following person and company who is helping with the application process for the Texas based Veterinarian clinic.

Zaks Baggett
Job Applications Department
13437 Ventura Blvd Suite 213
Sherman Oaks, CA 91423

Our team does not call or email every person who emails the yahoo account or submits an application. However, we do attempt to provide the courtesy of informing you that we received your application. Please include a valid email whether you use snail mail or email.

Do not contact the Coppell Veterinary Hospital directly to ask about your application or the job. They have hired a third party company to handle this job application process. Not only will the nice people at the Vet Clinic not know whether or not your application was received, it will hurt your chances of getting the job. Please follow the exact procedure on this page.

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Coppel Advertisement Which Ran on Craigslist

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If we hire you, you would be the first person clients meet upon entering the clinic.



You would be the warm inviting voice on the phone.

You would be the person they look to with hope and worry while important medical procedures are being performed on their best friend… just 20 feet down the hall.

If you think you have compassion, people skills, and a love of animals and animal lovers, you might qualify to become part of our family. We use the word “family” for a reason. Pets are family members. Our practice is run by a loving couple who need a third person to round out the small family-owned office.

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If you become our new team member, you will handle the front desk, the phones, the paperwork, the client records, and be warm and loving to the pet owners, so the Doctor and his Registered Veterinary Technician (Pet Nurse) can focus on the care and health of their pets.

While we are more interested in your character than your technical skills, here are some skills that you must possess.

Typing
You will be entering medical data into our system daily via notes and audio dictation. If you type with one finger, this job is not for you.

Filing and Financing Records
We keep both electronic and paper files on all our beloved pets and their owners. Since the pet owners pay the bills, the invoices must be correct and quote the required services with precision and accuracy. Please have an eye for detail. Perfectionism is welcome.

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You must be able to lift and carry 40 pound bags of dog and cat food. Sounds simple, but we must state it here… just in case someone reading this isn't able to do it. The animals have to be fed and sometimes the bags are large and heavy.

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Following Procedures and Mutli-Tasking
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Full Time Career

We are looking for a team member that will be with us for the next decade. While we know nobody can guarantee a year into the future, much less 10 years, please don't apply for this job if you don't plan to stay for a while.

Hours:
Monday-Thursday: 7:45-12:00 and 2:00-600
Friday : 7:45-Noon.

We take weekends off and you should too.

Location: Coppell Texas

Salary: $27,500 Annually.

- We are a value-based clinic that serves our community. We are not offering a super-big salary because we don't make oodles of money. We charge fair prices to our clients and will treat you like family. If making big money or getting a health benefit package is a priority for you, this job is not a good fit. On the other hand, if coming to work where you are appreciated by both the clients and the company and you can make a difference… please submit an application.

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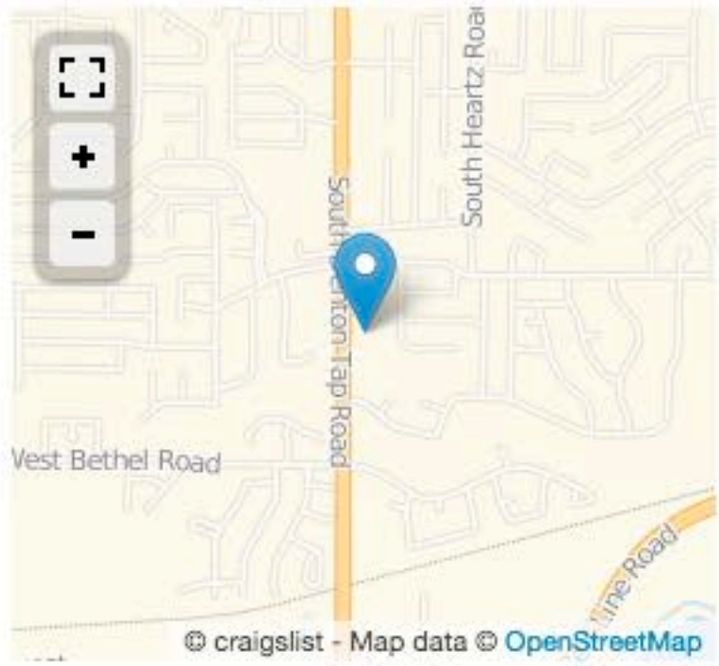
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Must Love Dogs and Cats! Pet Concierge Wanted. (Coppell Texas)







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Download Job Application.com



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This page has no direct links. You must enter the exact webpage to get the application for the company you are looking for.

Are you a company that want's a higher quality of job applicants and better employees? If so, contact our office so we can assist you in finding, attracting, and hiring the best candidate for the job.

Telephone 1-310-779-7224





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Congratulations on deciding to get more information about this exciting job opening at the Coppell Veterinary Hospital. This page has everything you need to download and submit an application for this position. Please follow the instructions exactly.



Instructions To Apply:

1. **Download and open the application**. It is available via a PDF file and can be opened by most modern computers. If you cannot open the file, simply download Adobe Reader at this URL and this software program will be able to open it on both a MAC and PC.

DOWNLOAD

Right click, Save As. Look in your download folder for a file called Coppellvetapplication.pdf

2. **Print out the entire application** on white paper.

3. Spend a few minutes researching the Coppell Veterinary Hospital, the staff, and re-read the ad to make sure are a good fit for this job. On the application, you will be asked about why your feel a career as part of the small team of professionals at Coppell Veterinary Hospital is a good fit for you. We have included the ad below for eaasy reference.

4. **Fill out the application** using a blue ball point pen. Remember to sign your name and use cursive handwriting in the areas where a short essay is requested.

5. Please **return the completed handwritten application** by using one of the following two methods.

Filing and Financing Records
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We don't often see clients on Fridays, so at the end of the week, you might be there alone catching up on paperwork, phone calls, or scheduling appointments for the next week. We are not a full-service Emergency Pet Hospital. We don't make house calls and we won't be waking you up at 4am to handle a pet emergency. There are great facilities for that type of work in our area and we refer our clients to them if a tragic incident occurs.

Therefore, we welcome older applicants to apply. We value previous office environment work experience. We don't brand new computers and hard-to-learn software. We are in the people and pet business.

If you become our new team member, you will handle the front desk, the phones, the paperwork, the client records, and be warm and loving to the pet owners, so the Doctor and his Registered Veterinary Technician (Pet Nurse) can focus on the care and health of their pets.

While we are more interested in your character than your technical skills, here are some skills that you must possess.

Typing
You will be entering medical data into our system daily via notes and audio dictation. If you type with one finger, this job is not for you.

Filing and Financing Records
We keep both electronic and paper files on all our beloved pets and

office, near the office... at all. If you are a smoker, please do not apply.

Following Procedures and Mutli-Tasking
While your primary duty is to be a welcoming face to our clients and their pets, work must be done at the same time. We have been in business for 35 years, and our office procedures work effectively. We are not looking for new ideas or a spark of creativity for our practice. We want you to join the family, learn the system, and help get the prescriptions and invoices correct 100% of the time. It matters. Can you do this while still smiling and being friendly to the adorable dogs in the waiting room?

Full Time Career

We are looking for a team member that will be with us for the next decade. While we know nobody can guarantee a year into the future, much less 10 years, please don't apply for this job if you don't plan to stay for a while.

Hours:
Monday-Thursday: 7:45-12:00 and 2:00-600
Friday : 7:45-Noon.

We take weekends off and you should too.

Location: Coppell Texas

Salary: $27,500 Annually.

- We are a value-based clinic that serves our community. We are not offering a super-big salary because we don't make oodles of money. We charge fair prices to our clients and will treat you like family. If making big money or getting a health benefit package is a priority for you, this job is not a good fit. On the other hand, if coming to work where you are appreciated by both the clients and the company and you can make a difference... please submit an application.

The process for submitting an application and earning one of just 7 face-to-face interviews we will be conducting for this position is explained in the application itself.

Just click through and follow the detailed instructions.

Please do NOT stop by the clinic or call about your application status. The clinic has enrolled an outside Human Resource consultant to assist in collecting the applications and scheduling appointments. Do not work around the APPLICATION system outlined here. Calling or stopping by the office unannounced will only hurt your chances of landing this job, not increase them. Thanks for your understanding.

a. You can have your entire handwritten application scanned and placed in a PDF file using most modern day scanner/ printers. If you do not have such a scanner or printer, you can get someone at Kinko's to assist you.

Send the scanned application to this email address coppellpetcare@yahoo.com

This email was specifically set up for the purpose of communicating to and from applicants. Your emails will be handled by a human resource professional and not the full time staff at the Coppell pet clinic.

b. If you are not very technical or cannot find someone to assist you in scanning and emailing the application, you can use the more traditional snail mail to the following person and company who is helping with the applciation procress for the Texas based Veterinarian clinic.

Zaks Baggett
Job Applications Department
13437 Ventura Blvd Suite 213
Sherman Oaks, CA 91423

Using the snail mail options might delay our team getting your application by at least 3 days. Because the company wants to start interviewing this week, you would be better served to use option A (scan and email).

6. Wait for an email response or wait for our team to call you if you are chosen to have either an initial phone interview or an in person interview at the Coppell TX location. Our team does not call or email every person who emails the yahoo account or submits an application. However, we do attempt to provide the courtesy of informing you that we recevied your application. Please include a valid email whether you use snail mail or email.

Do not contact the Coppell Veterinary Hospital directly to ask about your application or the job. They have hired a third party company to handle this job application process. Not only will the nice people at the Vet Clinic not know whether or not your application was received, it will hurt your chances of getting the job. Please follow the six step procedure on this page.

Good Luck. Download the application below.



Eliminate All Applicants Who Do Not Meet the Skill Sets Required or Experience

Applicants Skills:
Check those skills that you have. List any other skills you have that may be useful for the position you are seeking. Enter the number of years experience and circle the number which corresponds to your ability for each skill. (One represents poor ability and five represents exceptional ability.)

Skill	Years Experience	Ability Rating
Microsoft Word	10 +	1 2 3 4 **(5)**
Microsoft Excel	10 +	1 2 3 4 **(5)**
Microsoft PowerPoint	10 +	1 2 3 **(4)** 5
Adobe Acrobat	10 +	1 2 3 **(4)** 5
Typing	10+	1 2 3 4 **(5)**
Filing	10+	1 2 3 4 **(5)**
Scanning	5+	1 2 3 **(4)** 5
Letter writing, editing	10 +	1 2 3 4 **(5)**
Customer Service	5+	1 2 3 4 **(5)**
Emailing Attachments	10+	1 2 3 4 **(5)**
Faxing	10+	1 2 3 4 **(5)**
Mailing letters/packages	5+	1 2 3 4 **(5)**

Sort by Personality Traits

Hire a professional handwriting analyst to sort the best candidates before the first interview.

What is your best quality in the role of employee for a small company?

Working as an Administrative Asst. for a small company allows me to we wear many hats; I find it I have to adapt quickly due to the shifting priorities and do whatever it takes, regardless of the department, to get things done.

What is the one weakness, which a past employer would say you need to improve?

I have been both praised and

Do not type, please use cursive or print-script writing with a ball point pen.

Looking at the information I skimmed through on the Internet, I saw that [redacted] is a successful individual. With his many books and writing achievements it's hard to think why one wouldn't want to work for such a experienced person. It seems like production company offers a quality talk show space for many clients. Being that Mr. Baggett has a vast amount of knowledge on the subject, it seems like a perfect product to offer.

What attracts me about this job is the fact that I would be working in the Reality and Non Fiction business, something I am experienced in. Overall I think it is a perfect fit for both parties and can't wait to start working for what I am sure is a great company.

Lisa Campbell

Please take a few minutes to answer the following questions. Answer them honestly. This information helps us to better understand your thoughts, feelings and knowledge of veterinary medicine and determine if you may be a good fit for our hospital and clientele. A lack of knowledge of veterinary medicine is not a disqualifying factor in consideration for this position.

1) Do you have any pets? If so, what kinds of pets do you own? If you don't have pets, skip to question 5.

Yes. I have a dog, his name is Rocky, and some spoiled fish.

2) Please write briefly about what your relationship with your pet(s) is like?

My dog is like my family, He is included in everything we do.

3) Where/how did you obtain your pet?

We, or I got him for Mothers Day this past year.

4) How often do you take them to the veterinarian and for what procedures?

Regularly. Will need to get him fixed soon.

5) Your pet needs to have a surgical procedure (cruciate ligament tear) in order for it to be able to walk comfortably and the cost is more than you had expected or can afford. What would you do?

I would do whatever it takes for my dog.

6) How did you select your present veterinarian? What criteria did you use?

We used him for shots only so far, but word of mouth, if they are a good vet for other friends + family, then I trust them.

7) What does RVT stand for?

Registered Vet Technitian.

8) A 25 pound dog is going to be spayed. In calling for pricing at different veterinary facilities, there is a great range in prices ($75-$600). What do you think might be the reason for the difference in price between these different facilities? List as many as you can think of.

I think most depends on the vet himself/herself. It also depends on the size of the Animal & the breed.

9) Please share your perceptions of veterinary medicine

I think Veterinary medicine is so important. To me, Animals are just like people & need the same care.

10) How much do you think it might cost to maintain a pet with a chronic illness per month? (Medications, prescription diet if applicable, exams).

At least $600.00 or more, I would think it depends on the Animals breed, size.

11) What do you feel are the most important attributes or traits for a receptionist in a veterinary hospital?

To always have a smile and be friendly. One would have to be a Animal lover in order to make a ~~great~~ receptionist at a veterinary hospital. Some people come in with hurt animals & need alot of support.

Bart Baggett
www.EmpressePublishing.com

Beth Chrisman
www.HandwritingExpertCalifornia.com

Application for First Interview

Do not type this application, please use cursive or print-script handwriting with a blue ball point pen. When complete, please scan or photograph your application and email to us at the email address on the last page.

Name Helene Schanks

Street Address: 9730 Reseda Blvd. #205

City, State, Zip Code: Northridge, CA 91324

Mobile Phone Number

(818) 359-6464 Text Friendly ✓Yes ___No

Are you eligible to work in the United States? ✓Yes ___ No
What is your country of citizenship? U.S.A.

If you are under age 18, do you have an employment/age certificate?

___ Yes ___ No

Have you been convicted of or pleaded no contest to a felony within the last 10 years? ___Yes ✓No
If yes, please explain:

_____

_____

Position/ Availability:

Position Applied For Website Project Manager

Days/Hours Available (Example: Monday *10am - 7pm*)
Monday _____ Tuesday_____ Wednesday _____
Thursday_____ Friday _____ Saturday _____
Sunday _____ } flexible

What date are you available to start work? Immediately

Bart Baggett
www.EmpressePublishing.com

Beth Chrisman
www.HandwritingExpertCalifornia.com

Applicants Skills:

Check the skills that you current possess. We realize it is unlikely one person knows everything listed her. Just answer honestly and don't exaggerate. List any other skills you have that may be useful for the position. Enter the number of years experience and circle the number which corresponds to your ability for each skill. (One represents poor ability and five represents exceptional ability.)

Skill	Years Experience	Ability Rating				
Microsoft Word	8 yrs	1	2	(3)	4	5
Microsoft Excel	4 yrs	1	(2)	3	4	5
Microsoft PowerPoint	8 yrs.	1	2	(3)	4	5
Adobe Acrobat		1	2	3	4	5
Typing		1	2	3	4	5
Copywriting		1	2	3	4	5
CRM Infusionsoft		1	2	3	4	5
Proof reading / Editing		1	2	3	4	5
Dreamweaver		1	2	3	4	5
Wordpress		1	2	3	4	5
Google Analytics		1	2	3	4	5
Google Analytics Goals		1	2	3	4	5
Google Webmaster Tools		1	2	3	4	5
Google Adwords		1	2	3	4	5
Bing /Yahoo Advertising		1	2	3	4	5
Facebook Advertising		1	2	3	4	5
Building A Squeeze Page		1	2	3	4	5
Leadpages.net		1	2	3	4	5
php		1	2	3	4	5
Video Editing		1	2	3	4	5
Quicktime Pro		1	2	3	4	5
Photoshop		1	2	3	4	5
Adobe In Design		1	2	3	4	5
Amazon Kindle Formatting		1	2	3	4	5
Amazon Vendor Central		1	2	3	4	5
Blog Post		1	2	3	4	5
Elance.com		1	2	3	4	5
Icontact.com		1	2	3	4	5
Email Newsletters		1	2	3	4	5
Basecamp		1	2	3	4	5
Windows Live Movie Maker	4 yrs	1	2	3	(4)	5

Please list all other books, seminars, trainings, or mentors you have had in the area of online marketing, sales training, copywriting, or internet marketing.

I am open and look forward to having a mentor. I love learning new things and staying mentally challenged. I have a good eye for visual esthetics.

References:

1. Larry Israel (Name)	(847) 815-7602 (Phone #)
1910 First St. Suite 306, Highland Park, IL. 60035 (Address)	lisrael@xanalytics.com (E-Mail Address)
2. Valerie Tuengel (Name)	(818) 314-5724 (Phone #)
12022 Elnora PL. Granada Hills, CA. 91344 (Address)	Valerietuengel@yahoo.com (E-Mail Address)

What is your best quality in the role of employee for a small company?

I have a quick mind and flexible nature that adapts well to new environments and procedures. Small companies offer a more indepth working atmosphere that allows individuals to be recognized

and have a vital role in the company.

What is the one weakness, which a past employer would say you need to improve?

I believe a past employer might say that I have an over zealous nature and need to slow down. For me, I feel that I have energy, ambition, and move with purpose.

We realize this might not be your dream job, but it might be a perfect fit for you right now... please tell us what your career ambitions really are over the next decade? What do you really want?

It is my hope that I will obtain a job that will offer financial stability, enticing work, and positive interactions with those I come in contact with. I desire my days to be intellectually gratifying.

Why should we consider you for this position?

Your post mentioned training, which is a great benefit to me as I am quick to learn. I am dependable, trustworthy, loyal, fun, friendly, and easy to be around. I possess leadership qualities and I am blessed

with lots of patience. I am respectful, multifaceted, and a great communicator.

Please provide any further information that you believe should be contacted for an in-person interview

I wrote and attained funding from the City of Los Angeles Community Beautification Grant, for Granada Elementary School. As the project manager I was the liaison between Board of Public Works members, LAUSD personel, Granada El. faculty, staff, parents/students, vendors, & Americorp Volunteers.

Is your resume attached to the email your are sending? YES while I was a full-time student!

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Your Signature Helene Schanks Today's Date 2/10/14

Once you have completed the handwritten application, scan and email to
happybuddhainc@yahoo.com
in one single easy-to-open PDF multipage file.
You may attached your typewritten resume as a second attachment.

To verify receipt you may email us at:
happybuddhainc@yahoo.com

Please do not call our office or visit our office before we review your application and you are invited to a first interview. We are very specific about our hiring and interview procedure.

Bart Baggett
www.HandwritingExpertUSA.com

Beth Chrisman
www.HandwritingExpertCalifornia.com

Application for Employment

Do not type this application, please use cursive or print-script handwriting with a ball point pen. When complete, fax or scan/email to our office.

Name Hydro [redacted]

Street Address: [redacted] Woodman Ave, # [redacted]

City, State, Zip Code: Van Nuys, CA 91401

Mobile Phone Number

[redacted] Text Friendly X Yes ___ No

Are you eligible to work in the United States? X Yes ___ No
What is your country of citizenship? _____

If you are under age 18, do you have an employment/age certificate?

___ Yes ___ No

Have you been convicted of or pleaded no contest to a felony within the last 10 years? ___ Yes X No
If yes, please explain:

_____

_____

Positin/Availabilty:

Position Applied For Administrative Assistant

Days/Hours Available (Example: Monday *10am - 7pm*)
Monday 8am-6pm Tuesday 8AM-6pm Wednesday 8am-6pm
Thursday 8AM-6pm Friday 8AM-6PM Saturday _____
Sunday _____

What date are you available to start work? Asap

Is your resume attached? yes

Coppell Veterinarian Hospital
www.coppellvet.com
coppellpetcare@yahoo.com

Application for First Interview

Do not type this application, please use cursive or print-script handwriting with a blue ball point pen. When complete, please follow the instructions on the last page on how to get this application to our hiring team.

Name Oralia Espinoza

Street Address: 7123 Chinaberry Rd.

City, State, Zip Code: Dallas, Tx 75249

Mobile Phone Number

(972) 375-7510 Text Friendly ✓Yes ___No

General Information:

Position Applied For Pet Concierge

Days/Hours Available (Example: Monday 10am - 7pm)
Monday 10-7 Tuesday 10-7 Wednesday 10-7
Thursday 10-7 Friday 10-7 Saturday 10-7
Sunday ___

What date are you available to start work? immediately

Are you eligible to work in the United States? ✓Yes ___ No
What is your country of citizenship? ___

If you are under age 18, do you have an employment/age certificate?

___ Yes ___ No

Have you been convicted of or pleaded no contest to a felony within the last 10 years? ___Yes ✓___ No If yes, please explain:

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Coppell Veterinarian Hospital
www.coppellvet.com
coppellpetcare@yahoo.com

What is your best quality in the role of employee for a small family owned company who cares for pets and supports pet lovers?

I love animals. I have rescued animals either strays or on craigslist and found them wonderful homes. I do not have a pet at this time because my dog of 15yrs passed away. & My mother's little pom was taken from my back yard after I had left her out for a second. I now help my daughter with her 3 dogs. My best quality is forever empathy towards little/big animals that look to us for love & care.

Are you currently a cigarette smoker ? ____Yes ✓ No

Are you willing and able to lift pet food bags of up to 40 pounds on occasion as part of this job ? ✓ Yes ____ No

If you are working the front desk alone, how likely are you to spend time on Facebook or social media? ____Very Likely ____ Occasionally ✓ Never ____ Other _____

Explain if I was your employer, I would not find that acceptable.

Education and Training:

	Name of School	Course of Study	Years Completed	Diploma Degree
High School	GED			
Undergraduate College	TWU/Denton	basics		non-degreed
Graduate Professional				
Other (Specify)				

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Coppell Veterinarian Hospital
www.coppellvet.com
coppellpetcare@yahoo.com

Applicants Skills & Self-Assessment:

Give us an idea of how you assess yourself in the following skills or personality traits. We realize it is unlikely one person is a 5 at everything listed here or even has experience with these items. In fact, don't assume just because it is on the list that is part of the job requirements. Wink. Just answer honestly and please don't exaggerate. List any other skills you have that may be useful for the position. Enter the number of years experience and circle the number which corresponds to your ability for each skill. (One represents poor ability and five represents exceptional ability.)

Skill	Years Experience	Ability Rating
Customer Service		1 2 3 4 (5)
Receptionist Work		1 2 3 4 (5)
Answering Phones		1 2 3 4 (5)
		1 2 3 4 (5)
Handling Payments		1 2 3 4 (5)
Asking Clients for Payment		1 2 3 4 (5)
Calculating Invoices		1 2 3 4 (5)
Light Bookkeeping		1 2 3 4 (5)
		1 2 3 4 5
Pet Owner or Pet Caretaker		1 2 3 4 (5)
		1 2 3 4 5
Data entry into computer		1 2 3 4 (5)
Attention to Details		1 2 3 4 (5)
		1 2 3 4 5
Punctuality		1 2 3 4 (5)
Working Alone		1 2 3 4 (5)
Working on a Team		1 2 3 4 (5)
Typing		1 2 3 4 (5)
Transcribing Dictation		1 2 3 4 (5)
		1 2 3 4 5
Helping Others		1 2 3 4 (5)
Working With People		1 2 3 4 (5)
Facebook Posts		1 2 3 4 (5)
Microsoft Word		1 2 3 4 (5)
Twitter		1 2 3 4 (5)
Instagram		1 2 3 4 (5)

EMPLOYMENT HISTORY: *Attach a typed resume if you have one.*

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Coppell Veterinarian Hospital
www.coppellvet.com
coppellpetcare@yahoo.com

Present Or Last Position:

Employer: Health Human Services / Administration for Children & Families

Address, City, State: 1301 Young St. #914

Position Title: Administrative Support / Receptionist From: 01-2000 To: 09-2013

Responsibilities: Phones, Customer Service, Admin. duties as assigned, daily reports, emailing, internet research

Salary / Wage: 38K

Reason for Leaving: Contracted, budget cuts in D.C.

May We Contact Your Present or Past Employer?

Yes ✓ No _____, Explain _____

Previous Position:

Employer: _____

Address, City, State: _____

Supervisor: _____

Phone: _____ Email: _____

Position Title: _____ From: _____ To: _____

Responsibilities: _____

_____

Salary / Wage: _____

Reason for Leaving: _____

References will be requested before the first in person interview. References will be contacted if you are one of our final top candidates.

Scanned by CamScanner

Please list all books, seminars, trainings, or mentors you have had in the area of office support staff, receptionist skills, vets, or working in a small business environment.

Training / Microsoft word / excel, outlook, powerpoint
Receptionist / Administrative / 13 years
Small business / personal Assistant for a private party running errands, data entry, filing, invoicing, copying.

What is one weakness which a past employer might have said you need to improve?

My ex-employer might say that I am direct and vocal when it comes to conflicts of interest at work. He might also say that I need to quit treating animals like children. (He was/is a good person but he did not like pets in his space).

We realize this might not be your dream career, but it might be a perfect fit for you over the next five years. If this is your dream job, please tell us why. Please tell us what your career ambitions really are over the next decade? What do you really want for your life?

I believe it would be a perfect job for me because I am a sucker for animals. (I have recently rehomed 2 little dogs, 1, I rescued on LBJ Frwy at Midway, the other I responded to a pomeranian who was going to the pound), I still look for my Mom's pom. I want stability in an area where I will enjoy & appreciate what I'm doing. I would like to make this job the final one, hopefully!

Scanned by CamScanner

Why should we consider you for this position?

I am mature, stable, honest, a hard worker and I love animals.

After researching the Coppell Veterinarian Hospital, please explain who founded the clinic and why you think you be a great addition to the small family owned office.

Dr. William C. Starman, D.V.M. / founder

I am a hard worker, I get along great with people and animals!

Please provide any further information that you believe should be considered for your first to be granted an in-person interview.

I am older at 56 but, I am very active. I love hiking, swimming, walking my daughter's dogs and anything having to do with the outdoors. I enjoy mowing my yard and gardening.

Scanned by CamScanner

Coppell Veterinarian Hospital
www.coppellvet.com
coppellpetcare@yahoo.com

Is your resume attached to the email your are sending? yes

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Your Signature Ofalia Espinoza Today's Date 07/01/2015

Once you have completed the handwritten application, scan and email to
coppellpetcare@yahoo.com
in one single easy-to-open PDF multipage file.

You may attached your typewritten resume as a second attachment.

To verify receipt you may email us at: coppellpetcare@yahoo.com

SNAIL MAIL

If you are not very technical or cannot find someone to assist you in scanning and emailing the application, you can use the more traditional snail mail to the following person and company who is helping with the application process for the Texas based Veterinarian clinic.

Zaks Baggett
Job Applications Department
13437 Ventura Blvd Suite 213
Sherman Oaks, CA 91423

Our team does not call or email every person who emails the yahoo account or submits an application. However, we do attempt to provide the courtesy of informing you that we received your application. Please include a valid email whether you use snail mail or email.

Do not contact the Coppell Veterinary Hospital directly to ask about your application or the job. They have hired a third party company to handle this job application process. Not only will the nice people at the Vet Clinic not know whether or not your application was received, it will hurt your chances of getting the job. Please follow the exact procedure on this page.

Scanned by CamScanner

Coppell Veterinarian Hospital
www.coppellvet.com
coppellpetcare@yahoo.com

Application for First Interview

Do not type this application, please use cursive or print-script handwriting with a blue ball point pen. When complete, please follow the instructions on the last page on how to get this application to our hiring team.

Name Quivonna T. Stainbrook

Street Address: 602 East Texas Street, Apt #1

City, State, Zip Code: Grapevine, Texas 76051

Mobile Phone Number

(469) 644-5341 Text Friendly ✓ Yes ___ No

General Information:

Position Applied For Pet Concierge

Days/Hours Available (Example: Monday 10am - 7pm)
Monday 7AM - 6pm Tuesday 7am-6pm Wednesday 7am-6pm
Thursday 7am-6pm Friday 7am-noon Saturday ~~0~~
Sunday ~~0~~

What date are you available to start work? need to give 2 week notice + I have a trip already scheduled 7-16 to 7-20-15.

Are you eligible to work in the United States? ✓ Yes ___ No
What is your country of citizenship? United States

If you are under age 18, do you have an employment/age certificate? N/A

___ Yes ___ No

Have you been convicted of or pleaded no contest to a felony within the last 10 years? ___ Yes ✓ No If yes, please explain:

What is your best quality in the role of employee for a small family owned company who cares for pets and supports pet lovers?

People oriented person – go the extra mile to provide top notch service to clients, customers. Honest, hard worker with high level of integrity and work ethics.

Dependable

Are you currently a cigarette smoker ? ____Yes ✓ No

Are you willing and able to lift pet food bags of up to 40 pounds on occasion as part of this job ? ✓ Yes ____ No

If you are working the front desk alone, how likely are you to spend time on Facebook or social media? ____Very Likely ____ Occasionally ✓ Never ____ Other _____

Explain May check emails but will only do on breaks or lunch.

Education and Training:

	Name of School	Course of Study	Years Completed	Diploma Degree
High School	Chillicothe High School	required courses	4	Received GED.
Undergraduate College	VRTC MSU ENMU-Roswell	Business Sociology Psychology	0 0 0	NO NO NO
Graduate Professional				
Other (Specify)	Leonard Howe School of Real Estate	Real Estate		Licensed Real Estate Agent

Applicants Skills & Self-Assessment:

Give us an idea of how you assess yourself in the following skills or personality traits. We realize it is unlikely one person is a 5 at everything listed here or even has experience with these items. In fact, don't assume just because it is on the list that is part of the job requirements. Wink. Just answer honestly and please don't exaggerate. List any other skills you have that may be useful for the position. Enter the number of years experience and circle the number which corresponds to your ability for each skill. (One represents poor ability and five represents exceptional ability.)

Skill	Years Experience	Ability Rating
Customer Service	30 plus	1 2 3 4 **5**
Receptionist Work	25 plus	1 2 3 4 **5**
Answering Phones	25 plus	1 2 3 4 **5**
		1 2 3 ~~4~~ **4** 5
Handling Payments	15	1 2 3 **4** 5
Asking Clients for Payment	10	1 2 3 **4** 5
Calculating Invoices	5	1 2 3 **4** 5
Light Bookkeeping	7	1 2 3 **4** 5
		1 2 3 4 5
Pet Owner or Pet Caretaker	12	1 2 3 4 **5**
		1 2 3 4 5
Data entry into computer	5	1 2 3 **4** 5
Attention to Details	15	1 2 3 **4** 5
		1 2 3 4 5
Punctuality	30 +	1 2 3 4 **5**
Working Alone	20	1 2 3 **4** 5
Working on a Team	20	1 2 3 **4** 5
Typing	30	1 2 3 **4** 5
Transcribing Dictation	3	1 2 **3** 4 5
		1 2 3 4 5
Helping Others	30	1 2 3 4 **5**
Working With People	30	1 2 3 4 **5**
Facebook Posts	5	1 2 3 **4** 5
Microsoft Word	25	1 2 3 **4** 5
Twitter	1	1 **2** 3 4 5
Instagram	0	**1** 2 3 4 5

EMPLOYMENT HISTORY: *Attach a typed resume if you have one.*

Please list all books, seminars, trainings, or mentors you have had in the area of office support staff, receptionist skills, vets, or working in a small business environment.

I have taken numerous software courses

What is one weakness which a past employer might have said you need to improve?

over achiever.

We realize this might not be your dream career, but it might be a perfect fit for you over the next five years. If this is your dream job, please tell us why. Please tell us what your career ambitions really are over the next decade? What do you really want for your life?

Not sure I can say this is my dream job since I am not employed yet but I can say that I love people & pets. I actually pet sit for people who go on extended stays. This is an overnight sitting only at their home. I plan to retire in the next 7-8 years.

Why should we consider you for this position?

I should be considered because you will not find another candidate that will be more dedicated to the company. I take great pride in doing a job well. People & pet love. Plus I believe my background fits the description perfectly. I have been told I have a wonderful personality & a smile in my voice.

After researching the Coppell Veterinarian Hospital, please explain who founded the clinic and why you think you be a great addition to the small family owned office.

Founder: Dr. William C. Stearman
I bring a smile and a great work attitude to the table. Enjoying helping people and knowing they are trusting us with their 4 legged furbabies! Pets are such an amazing addition to any family.

Please provide any further information that you believe should be considered for your first to be granted an in-person interview.

I have been petsitting for the past 12 years & have seen family pets come & go. They become part of my own family. I love pets & enjoy the joy they bring.

Is your resume attached to the email your are sending? yes.

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Your Signature A. Taylor Stanbrook Today's Date 6/30/15

Once you have completed the handwritten application, scan and email to
coppellpetcare@yahoo.com
in one single easy-to-open PDF multipage file.

You may attached your typewritten resume as a second attachment.

To verify receipt you may email us at: coppellpetcare@yahoo.com

SNAIL MAIL

If you are not very technical or cannot find someone to assist you in scanning and emailing the application, you can use the more traditional snail mail to the following person and company who is helping with the application process for the Texas based Veterinarian clinic.

Zaks Baggett
Job Applications Department
13437 Ventura Blvd Suite 213
Sherman Oaks, CA 91423

Our team does not call or email every person who emails the yahoo account or submits an application. However, we do attempt to provide the courtesy of informing you that we received your application. Please include a valid email whether you use snail mail or email.

Do not contact the Coppell Veterinary Hospital directly to ask about your application or the job. They have hired a third party company to handle this job application process. Not only will the nice people at the Vet Clinic not know whether or not your application was received, it will hurt your chances of getting the job. Please follow the exact procedure on this page.

E 2 √

Coppell Veterinarian Hospital
www.coppellvet.com coppellpetcare@yahoo.com

Application for First Interview

Do not type this application, please use cursive or print-script handwriting with a blue ball point pen. When complete, please follow the instructions on the last page on how to get this application to our hiring team.

Name Chelsey Nelson

Street Address: 9010 Markville Dr. Apt# 1104

City, State, Zip Code: Dallas, TX 75243

Mobile Phone Number

(972) 802-3237 Text Friendly ✓ Yes ___ No

General Information:

Position Applied For Pet Concierge Wanted

Days/Hours Available (Example: Monday 10am - 7pm)
Monday 7 to 6pm Tuesday 7 to 6pm Wednesday 7 to 6pm
Thursday 7 to 6p Friday 7 to 6pm Saturday no
Sunday no

What date are you available to start work? 06/22/15

Are you eligible to work in the United States? ✓ Yes ___ No
What is your country of citizenship? USA

If you are under age 18, do you have an employment/age certificate?

___ Yes ___ No

Have you been convicted of or pleaded no contest to a felony within the last 10 years? ___ Yes ✓ No If yes, please explain:

Coppell Veterinarian Hospital
www.coppellvet.com coppellpetcare@yahoo.com

What is your best quality in the role of employee for a small family owned company who cares for pets and supports pet lovers?

I prefer the family owned or smaller companies because corporate companies treat people as a ~~number~~, not a human being. Plus I grew up with dogs and love pets. I have a Sheltie and a mini schnauzer. They are my fur babies. I know I could make a difference in a positive way with your company.

Are you currently a cigarette smoker ? ___Yes ✓ No

Are you willing and able to lift pet food bags of up to 40 pounds on occasion as part of this job ? ✓ Yes ___ No

If you are working the front desk alone, how likely are you to spend time on Facebook or social media? ___Very Likely ___ Occasionally ___ Never ✓ Other _____

Explain _____

Education and Training:

	Name of School	Course of Study	Years Completed	Diploma Degree
High School	Wylie High School	Basics	1998 - 2002	Diploma
Undergraduate College	Collin County Community College	Associates Degree of Art Basics	2002 - 2007	Did not receive degree
Graduate Professional				
Other (Specify)				

Coppell Veterinarian Hospital
www.coppellvet.com
coppellpetcare@yahoo.com

Applicants Skills & Self-Assessment:

Give us an idea of how you assess yourself in the following skills or personality traits. We realize it is unlikely one person is a 5 at everything listed here or even has experience with these items. In fact, don't assume just because it is on the list that is part of the job requirements. Wink. Just answer honestly and please don't exaggerate. List any other skills you have that may be useful for the position. Enter the number of years experience and circle the number which corresponds to your ability for each skill. (One represents poor ability and five represents exceptional ability.)

Skill	Years Experience	Ability Rating
Customer Service	9	1 2 (3) 4 5
Receptionist Work	15	1 2 3 4 (5)
Answering Phones	9	1 2 (3) 4 5
		1 2 3 4 5
Handling Payments	0	1 2 3 4 5
Asking Clients for Payment	0	1 2 3 4 5
Calculating Invoices	0	1 2 3 4 5
Light Bookkeeping	0	1 2 3 4 5
		1 2 3 4 5
Pet Owner or Pet Caretaker	12	1 2 3 4 (5)
		1 2 3 4 5
Data entry into computer	15	1 2 3 4 (5)
Attention to Details	15	1 2 3 (4) 5
		1 2 3 4 5
Punctuality	Nearly all my life	1 2 3 (4) 5
Working Alone	15	1 2 3 4 (5)
Working on a Team	9	1 2 3 (4) 5
Typing	20	1 2 3 4 (5)
Transcribing Dictation	1	1 (2) 3 4 5
		1 2 3 4 5
Helping Others	15 years	1 2 3 4 (5)
Working With People	Nearly all my life	1 2 3 4 (5)
Facebook Posts	For a couple of years	1 2 3 4 (5)
Microsoft Word	17	1 2 3 4 (5)
Twitter	don't use	(1) 2 3 4 5
Instagram	don't use	(1) 2 3 4 5

EMPLOYMENT HISTORY: *Attach a typed resume if you have one.*

Please list all books, seminars, trainings, or mentors you have had in the area of office support staff, receptionist skills, vets, or working in a small business environment.

Tim Gisi @ Group + Pension gave me encouragement as well showed me how to work on basic repairs to printers like replacing transfer kits. He is very patient and never views any question as a stupid question. One on one learning to me is the best.

What is one weakness which a past employer might have said you need to improve?

When I would finish my work on some days I would talk to fellow co-workers. I have learned that isn't helpful to me, my employer and co-workers. I don't do that anymore because it is distracting and stealing their time since my work was done.

We realize this might not be your dream career, but it might be a perfect fit for you over the next five years. If this is your dream job, please tell us why. Please tell us what your career ambitions really are over the next decade? What do you really want for your life?

I don't want to view what I do for a living as 'just a job' or 'a paycheck'. I want to make a difference, even if small, but know I'm not being taken for granted. I want to look forward to going to work, not dreading every second of it.

Why should we consider you for this position?

I love animals! I wanted to be a vet but I don't think I would be able to put an animal to sleep. When I see animals hurting, even in movies, I choke back tears. They are too beautiful to hurt. I also understand what it is to be a pet owner. I know the worries that come as well as the joys. Plus, you said you play Frank Sinatra on the radio. That's awesome! Plus you have a Sheltie, Josie! I'm a sucker for Shelties!

After researching the Coppell Veterinarian Hospital, please explain who founded the clinic and why you think you be a great addition to the small family owned office.

You show that you care for the pet but also for the owner. You don't want your place to be cold, scary, and dreary. You want both pet and owner to feel as if they are family because they really are. Plus, I love the idea of work being secure like family. You spend 8 hours, 5 times a week with your co-workers that some end up being close like family.

Please provide any further information that you believe should be considered for your first to be granted an in-person interview.

I have the tech skills you're looking for but most importantly, the heart, the love for pets. I am 31 and have been around dogs and cats all 31 years of that.

Is your resume attached to the email your are sending? Yes

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Your Signature Chelsey Nelson Today's Date 06/18/15

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coppellpetcare@yahoo.com
in one single easy-to-open PDF multipage file.

You may attached your typewritten resume as a second attachment.

To verify receipt you may email us at: coppellpetcare@yahoo.com

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Zaks Baggett
Job Applications Department
13437 Ventura Blvd Suite 213
Sherman Oaks, CA 91423

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Coppell Veterinarian Hospital
www.coppellvet.com
coppellpetcare@yahoo.com

Application for First Interview

Do not type this application, please use cursive or print-script handwriting with a blue ball point pen. When complete, please follow the instructions on the last page on how to get this application to our hiring team.

Name Ashlyn Bangert

Street Address: 3313 Spring Meadow Lane

City, State, Zip Code: Grand Prairie, TX, 75052

Mobile Phone Number

(214) 287-9988 Text Friendly ✓ Yes ___ No

General Information:

Position Applied For Pet Concierge

Days/Hours Available (Example: Monday *10am - 7pm*)
Monday 7am-8pm Tuesday 7am-8pm Wednesday 7am-8pm
Thursday 7am-8pm Friday 7am-8pm Saturday any
Sunday 7am-12pm

What date are you available to start work? 6/22/15

Are you eligible to work in the United States? ✓ Yes ___ No
What is your country of citizenship? United States

If you are under age 18, do you have an employment/age certificate?

___ Yes ___ No

Have you been convicted of or pleaded no contest to a felony within the last 10 years? ___ Yes ✓ No If yes, please explain:

Coppell Veterinarian Hospital
www.coppellvet.com coppellpetcare@yahoo.com

What is your best quality in the role of employee for a small family owned company who cares for pets and supports pet lovers?

My best quality in this role is my customer service skills and my love for animals. I have grown up with animals, so I know how the clients feel when they go to the vet, allowing me to relate to them and really understand how to help them feel calm and comfortable.

Are you currently a cigarette smoker ? ____Yes ✓ No

Are you willing and able to lift pet food bags of up to 40 pounds on occasion as part of this job ? ✓ Yes ____ No

If you are working the front desk alone, how likely are you to spend time on Facebook or social media? ____Very Likely ____ Occasionally ✓ Never ____ Other _____

Explain It is not ~~for~~ contributing to my work.

Education and Training:

	Name of School	Course of Study	Years Completed	Diploma Degree
High School	South Grand Prairie		2007-2011	Diploma
Undergraduate College	Art Institute of Dallas	Baking & Pastry	2011-2013	Associate
Graduate Professional				
Other (Specify) College	Northeast Wisconsin Tech	Hotel and Restaurant Management	2013-2015	Associate

Coppell Veterinarian Hospital
www.coppellvet.com coppellpetcare@yahoo.com

Applicants Skills & Self-Assessment:

Give us an idea of how you assess yourself in the following skills or personality traits. We realize it is unlikely one person is a 5 at everything listed here or even has experience with these items. In fact, don't assume just because it is on the list that is part of the job requirements. Wink. Just answer honestly and please don't exaggerate. List any other skills you have that may be useful for the position. Enter the number of years experience and circle the number which corresponds to your ability for each skill. (One represents poor ability and five represents exceptional ability.)

Skill	Years Experience	Ability Rating
Customer Service	3 years	1 2 3 **(4)** 5
Receptionist Work	2 months	1 **(2)** 3 4 5
Answering Phones	1 year	1 2 **(3)** 4 5
		1 2 3 4 5
Handling Payments	2 years	1 2 3 **(4)** 5
Asking Clients for Payment	0	**(1)** 2 3 4 5
Calculating Invoices	2 months	1 **(2)** 3 4 5
Light Bookkeeping	0	**(1)** 2 3 4 5
		1 2 3 4 5
Pet Owner or Pet Caretaker	12 years	1 2 3 4 **(5)**
		1 2 3 4 5
Data entry into computer	2 months	1 2 **(3)** 4 5
Attention to Details	2 years	1 2 3 **(4)** 5
		1 2 3 4 5
Punctuality	3 years	1 2 3 4 **(5)**
Working Alone	5 years	1 2 3 **(4)** 5
Working on a Team	3 years	1 2 **(3)** 4 5
Typing	5 years	1 2 3 4 **(5)**
Transcribing Dictation	5 years	1 2 3 4 **(5)**
		1 2 3 4 5
Helping Others	7 years	1 2 3 **(4)** 5
Working With People	3 years	1 2 3 **(4)** 5
Facebook Posts	10 years	1 2 3 4 **(5)**
Microsoft Word	10 years	1 2 3 4 **(5)**
Twitter	4 years	1 2 **(3)** 4 5
Instagram	1 year	1 2 **(3)** 4 5

EMPLOYMENT HISTORY: *Attach a typed resume if you have one.*

Present Or Last Position:

Employer: MTB Transcript

Address, City, State: 3313 Spring Meadows Cave, Grand Prairie, TX (Family owned)

Position Title: Medical Transcriptionist From: August 2010 To: June 2015

Responsibilities: Type Medical disability reports. (work from home)

Salary / Wage: $3 per page

Reason for Leaving: not enough hours

May We Contact Your Present or Past Employer?

Yes ✓ No ____, Explain ____

Previous Position:

Employer: North Texas IME

Address, City, State: 2940 N O'Conner Rd, Ste 117 Irving, TX

Supervisor: Frances Edwards

Phone: 972-258-5900 Email: ____

Position Title: Office Assistant From: July 2014 To: September 2014

Responsibilities: Checked in and scheduled patients, sent reports, answered phones.

Salary / Wage: $10.25 an hour

Reason for Leaving: It was a summer job, I had to return to college.

References will be requested before the first in person interview. References will be contacted if you are one of our final top candidates.

Please list all books, seminars, trainings, or mentors you have had in the area of office support staff, receptionist skills, vets, or working in a small business environment.

Customer Service: Skills for Success

Entrepreneurship: Starting and Operating a Small Business

What is one weakness which a past employer might have said you need to improve?

They have told me that I should speak up more when they are asking for ideas. I feel like I have good ideas but on some occasions ~~I~~ I would let other staff members talk and offer their ideas. I have been working on expressing my ideas and being more open to sharing.

We realize this might not be your dream career, but it might be a perfect fit for you over the next five years. If this is your dream job, please tell us why. Please tell us what your career ambitions really are over the next decade? What do you really want for your life?

Although my degrees are in the restaurant and hotel fields, I have always had a passion for animals and would love to work in a place surrounded by pets and their owners. It has always been a goal and dream of mine to work at a place that helps animals. I could see myself doing this for a long time.

Why should we consider you for this position?

I believe I have the customer service, organizational and computer skills that would be a great addition to your small family office. I have volunteered at my local animal shelter for five years and have three cats of my own. I can relate to your clients and help them feel at home. I am a hard worker and will do my best to help your small family grow!

After researching the Coppell Veterinarian Hospital, please explain who founded the clinic and why you think you be a great addition to the small family owned office.

Dr. Bill Stearman built and opened the clinic in 1978. I would be a great addition to your office because of my passion for animals and good work ethic. I have worked for two small businesses and love the dynamic and feel of them. I am a focused and determined worker, and would love to interact with pets and their owners everyday!

Please provide any further information that you believe should be considered for your first to be granted an in-person interview.

I am skilled in Microsoft Office and have experience in QuickBooks. I have taken classes in customer service, business principles and Organizing your small business. I am a people person and love helping out whenever I can!

Coppell Veterinarian Hospital
www.coppellvet.com coppellpetcare@yahoo.com

Is your resume attached to the email your are sending? ✓

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Your Signature Ashlyn Baggett Today's Date 6/18/15

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coppellpetcare@yahoo.com
in one single easy-to-open PDF multipage file.

You may attached your typewritten resume as a second attachment.

To verify receipt you may email us at: coppellpetcare@yahoo.com

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Zaks Baggett
Job Applications Department
13437 Ventura Blvd Suite 213
Sherman Oaks, CA 91423

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Do not contact the Coppell Veterinary Hospital directly to ask about your application or the job. They have hired a third party company to handle this job application process. Not only will the nice people at the Vet Clinic not know whether or not your application was received, it will hurt your chances of getting the job. Please follow the exact procedure on this page.

Coppell Veterinarian Hospital
www.coppellvet.com coppellpetcare@yahoo.com

Application for First Interview

Do not type this application, please use cursive or print-script handwriting with a blue ball point pen. When complete, please follow the instructions on the last page on how to get this application to our hiring team.

Name GREGORY REED

Street Address: 2500 N. HOUSTON APT 1606

City, State, Zip Code: DALLAS, TX 75219

Mobile Phone Number

(214) 505-6913 Text Friendly ✓ Yes ___ No

General Information:

Position Applied For PET CONCIERGE

Days/Hours Available (Example: Monday *10am - 7pm*)
Monday ANY Tuesday ANY Wednesday ANY
Thursday ANY Friday ANY Saturday ANY
Sunday ANY

What date are you available to start work? 6-18-15

Are you eligible to work in the United States? ✓ Yes ___ No
What is your country of citizenship? UNITED STATES

If you are under age 18, do you have an employment/age certificate?

___ Yes ___ No

Have you been convicted of or pleaded no contest to a felony within the last 10 years? ___ Yes ✓ No If yes, please explain:

NA

Coppell Veterinarian Hospital
www.coppellvet.com coppellpetcare@yahoo.com

What is your best quality in the role of employee for a small family owned company who cares for pets and supports pet lovers?

MY BEST QUALITY IS THAT I AM VERY PEOPLE FRIENDLY AND A POSSESS A TREMENDOUS LOVE FOR ANIMALS.

Are you currently a cigarette smoker ? ___Yes ✓ No

Are you willing and able to lift pet food bags of up to 40 pounds on occasion as part of this job ? ✓ Yes ___ No

If you are working the front desk alone, how likely are you to spend time on Facebook or social media? ___Very Likely ___ Occasionally ___ Never ✓ Other _____

Explain _____

Education and Training:

	Name of School	Course of Study	Years Completed	Diploma Degree
High School	VANGUARD PREP	HIGH SCHOOL	4	DIPLOMA
Undergraduate College				
Graduate Professional				
Other (Specify)				

Coppell Veterinarian Hospital
www.coppellvet.com
coppellpetcare@yahoo.com

Applicants Skills & Self-Assessment:

Give us an idea of how you assess yourself in the following skills or personality traits. We realize it is unlikely one person is a 5 at everything listed here or even has experience with these items. In fact, don't assume just because it is on the list that is part of the job requirements. Wink. Just answer honestly and please don't exaggerate. List any other skills you have that may be useful for the position. Enter the number of years experience and circle the number which corresponds to your ability for each skill. (One represents poor ability and five represents exceptional ability.)

Skill	Years Experience	Ability Rating
Customer Service	0	1 2 3 4 (5)
Receptionist Work	0	1 2 3 (4) 5
Answering Phones	0	1 2 3 (4) 5
		1 2 3 4 5
Handling Payments	1	1 2 3 4 (5)
Asking Clients for Payment	1	1 2 3 (4) 5
Calculating Invoices	1	1 2 3 4 (5)
Light Bookkeeping	1	1 2 3 (4) 5
		1 2 3 4 5
Pet Owner or Pet Caretaker	22	1 2 3 4 (5)
		1 2 3 4 5
Data entry into computer	0	1 2 3 4 5
Attention to Details	1	1 2 (3) 4 5
		1 2 3 4 5
Punctuality	1	1 2 3 4 (5)
Working Alone	0	1 2 3 4 5
Working on a Team	1	1 2 3 4 (5)
Typing	0	1 2 3 4 5
Transcribing Dictation	0	1 2 3 4 5
		1 2 3 4 5
Helping Others	1	1 2 3 4 (5)
Working With People	1	1 2 3 4 (5)
Facebook Posts	0	1 2 3 4 5
Microsoft Word	0	1 2 (3) 4 5
Twitter	0	1 2 3 4 5
Instagram	0	1 2 3 4 5

EMPLOYMENT HISTORY: *Attach a typed resume if you have one.*

Present Or Last Position:

Employer: COLIN

Address, City, State: 1830 N. CENTRAL EXPY, DALLAS, TX

Position Title: HOST From: 8/12 To: 9/12

Responsibilities: CLEANING WINDOWS, SEATING & WELCOMING GUESTS - BUS BOY

Salary / Wage: 7.00 /HR

Reason for Leaving: PERSONAL REASONS

May We Contact Your Present or Past Employer?

Yes ✓ No ____, Explain ____

Previous Position:

Employer: ____

Address, City, State: ____

Supervisor: ____

Phone: ____ Email: ____

Position Title: ____ From: ____ To: ____

Responsibilities: ____

____

Salary / Wage: ____

Reason for Leaving: ____

References will be requested before the first in person interview. References will be contacted if you are one of our final top candidates.

Please list all books, seminars, trainings, or mentors you have had in the area of office support staff, receptionist skills, vets, or working in a small business environment.

NONE

What is one weakness which a past employer might have said you need to improve?

SELF ASSERTIVENESS

We realize this might not be your dream career, but it might be a perfect fit for you over the next five years. If this is your dream job, please tell us why. Please tell us what your career ambitions really are over the next decade? What do you really want for your life?

I FEEL THIS JOB WOULD BE A GREAT FIT CONSIDERING HOW MUCH I LOVE ANIMALS. I WOULD PREFER WORKING WITH ANIMALS THAN ANY OTHER JOB.

Why should we consider you for this position?

I BELIEVE ANIMALS ARE MY PASSION AND A JOY TO WORK WITH. I WOULD EVEN ENJOY JUST BEING AROUND THEM WHEN I'M NOT WORKING. NOT TO MENTION I AM COMPLETELY PEOPLE FRIENDLY.

After researching the Coppell Veterinarian Hospital, please explain who founded the clinic and why you think you be a great addition to the small family owned office.

DR. BILL STEARMAN FOUNDED THIS VETERNARY HOSPITAL. I BELIEVE I WOULD BE A GREAT ADDITION TO THIS CLINIC CONSIDERING HOW MUCH I ADORE ANIMALS. I BELIEVE I WOULD BRING A JOYOUS ENERGY TO THE WORKPLACE. THIS DREAM JOB WOULD BE A JOY.

Please provide any further information that you believe should be considered for your first to be granted an in-person interview.

I CAN WORK ANY HOURS, DRIVE ANY DISTANCE. I CAN TAKE CARE OF VIRTUALLY ANY ANIMAL. I AM WILLING TO DO WHATEVER IT TAKES TO EARN YOUR TRUST AND PROVE THAT I CAN BE A GREAT ASSET TO YOUR COMPANY.

Is your resume attached to the email your are sending? YES

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Your Signature [signature] Today's Date 06-10-15

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coppellpetcare@yahoo.com
in one single easy-to-open PDF multipage file.

You may attached your typewritten resume as a second attachment.

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SNAIL MAIL

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Zaks Baggett
Job Applications Department
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Sherman Oaks, CA 91423

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Malissa Glass

1809 Green Ridge Drive
Carrollton, Texas 75007
214-952-7899

SUMMARY

Seasoned preschool teacher with excellent organizational and problem solving skills. Noted for strong interpersonal and communication skills. Fifteen years of Early Childhood Education Experience.

EXPERIENCE

Fingerprints Christian Preschool, Frisco, Texas
Pre-K Teacher
June 2013 - Present
Lead teacher for classroom of 14 children. Prepare daily lesson plan and monthly activity calendar. Support the children in their day-to-day activities, discipline and supervision. Monitor students in a variety of educational environments (e.g. classroom, playground, nap times, etc.) for the purpose of providing a safe and positive learning environment.

McKinney ISD, McKinney, Texas
Instructional Assistant- Head Start and Pre-K Classroom
July 2008 - July 2012
Support the children in their classroom environment created to stimulate their social, emotional and intellectual growth. Communicate to the children in a positive manner and encourage the development of self-control. Supervise the children in all activities. Manage student behavior. Attend and participate in staff meetings.

Plano ISD, Plano, Texas
Instructional Assistant- PPCD Classroom (Children with diagnosed disabilities)
January 2006 - July 2008
Support the implementation of the daily lesson and activities. Be a positive role model for the children. Maintain a professional relationship with colleagues, students, and parents. Compile, maintain and file anecdotal notes and assessments.

August 1999-December 2005
Pre-K teacher for two different private preschools that are no longer in business.

Coppell Veterinarian Hospital
www.coppellvet.com
coppellpetcare@yahoo.com

Application for First Interview

Do not type this application, please use cursive or print-script handwriting with a blue ball point pen. When complete, please follow the instructions on the last page on how to get this application to our hiring team.

Name Malissa Glass

Street Address: 1809 Green Ridge Drive

City, State, Zip Code: Carrollton Tx 75007

Mobile Phone Number

(214) 952-7899 Text Friendly X Yes ___No

General Information:

Position Applied For Pet Concierge

Days/Hours Available (Example: Monday *10am - 7pm*)
Monday 7³⁰-6 Tuesday 7³⁰-6 Wednesday 7³⁰-6
Thursday 7³⁰-6 Friday 7³⁰-6 Saturday N/A
Sunday N/A

What date are you available to start work? July 6. 2015

Are you eligible to work in the United States? X Yes ___ No
What is your country of citizenship? USA

If you are under age 18, do you have an employment/age certificate?

___ Yes ___ No N/A

Have you been convicted of or pleaded no contest to a felony within the last 10 years? ___Yes X No If yes, please explain:

Coppell Veterinarian Hospital
www.coppellvet.com
coppellpetcare@yahoo.com

What is your best quality in the role of employee for a small family owned company who cares for pets and supports pet lovers?

My best quality for this role would be my patience. Working with young children for the past 15 years is much like working with pets - sometimes they listen, sometimes they don't. And most of the time they are cute.

Are you currently a cigarette smoker ? ___Yes _X_ No

Are you willing and able to lift pet food bags of up to 40 pounds on occasion as part of this job ? _X_Yes ___ No

If you are working the front desk alone, how likely are you to spend time on Facebook or social media? ___Very Likely ___ Occasionally ___ Never _X_ Other _____

Explain Work time is not the place for social media.

Education and Training:

	Name of School	Course of Study	Years Completed	Diploma Degree
High School	James Martin Hs Arlington Tx	General	4	Hs Diploma
Undergraduate College	Collin College McKinney Tx	Education	2 1/2	N/A
Graduate Professional				
Other (Specify)				

Coppell Veterinarian Hospital
www.coppellvet.com
coppellpetcare@yahoo.com

Applicants Skills & Self-Assessment:

Give us an idea of how you assess yourself in the following skills or personality traits. We realize it is unlikely one person is a 5 at everything listed here or even has experience with these items. In fact, don't assume just because it is on the list that is part of the job requirements. Wink. Just answer honestly and please don't exaggerate. List any other skills you have that may be useful for the position. Enter the number of years experience and circle the number which corresponds to your ability for each skill. (One represents poor ability and five represents exceptional ability.)

Skill	Years Experience	Ability Rating
Customer Service	15	1 2 3 4 **5**
Receptionist Work	0	1 **2** 3 4 5
Answering Phones	30 + ☺	1 2 3 4 **5**
		1 2 3 4 5
Handling Payments	20 +	1 2 3 **4** 5
Asking Clients for Payment	0	1 **2** 3 4 5
Calculating Invoices	0	1 **2** 3 4 5
Light Bookkeeping	0	1 **2** 3 4 5
		1 2 3 4 5
Pet Owner or Pet Caretaker	15	1 2 3 **4** 5
		1 2 3 4 5
Data entry into computer	12	1 2 **3** 4 5
Attention to Details	30	1 2 3 **4** 5
		1 2 3 4 5
Punctuality	25	1 2 3 **4** 5
Working Alone	6	1 2 3 **4** 5
Working on a Team	10	1 2 3 **4** 5
Typing	0	1 **2** 3 4 5
Transcribing Dictation	0	**1** 2 3 4 5
		1 2 3 4 5
Helping Others	35 +	1 2 3 4 **5**
Working With People	20	1 2 3 **4** 5
Facebook Posts	6	1 2 **3** 4 5
Microsoft Word	6	1 2 3 **4** 5
Twitter	1	1 **2** 3 4 5
Instagram	1	1 **2** 3 4 5

EMPLOYMENT HISTORY: *Attach a typed resume if you have one.*

Present Or Last Position:

Employer: Fingerprints Christian Preschool

Address, City, State: 6181 Esther Way Frisco Tx

Position Title: Pre K Teacher From: June 2013 To: Present

Responsibilities: Monitor 14 students in a variety of daily activities. Daily interaction with parents.

Salary / Wage: $12/hour

Reason for Leaving: looking for change & advancement

May We Contact Your Present or Past Employer?

Yes X No ____, Explain As soon as an offer is made, I will contact school to let them know.

Previous Position:

Employer: Mc Kinney ISD

Address, City, State: One Duvall St McKinney Tx

Supervisor: Paige Hanks- Principal

Phone: 469-302-4000 Email: ____

Position Title: PreK Teaching Assistant From: July 08 To: July 12

Responsibilities: Support the children in their classroom enviornment under the supervision of teacher

Salary / Wage: $18,500/yr

Reason for Leaving: my son had health issues

References will be requested before the first in person interview. References will be contacted if you are one of our final top candidates.

Please list all books, seminars, trainings, or mentors you have had in the area of office support staff, receptionist skills, vets, or working in a small business environment.

My current employment is with a privately owned school. The owners are at the school on a daily basis. They have shared both the pros & cons of owning a small business.

What is one weakness which a past employer might have said you need to improve?

I have a soft spot for children & animals. I tend to spoil those in my care.

We realize this might not be your dream career, but it might be a perfect fit for you over the next five years. If this is your dream job, please tell us why. Please tell us what your career ambitions really are over the next decade? What do you really want for your life?

My career ambitions for the next 5 years are to imerse myself in a position that would get me out of my shell & teach me new things.

Why should we consider you for this position?

Because I am awesome! I love the small company, family feel. I enjoy interacting with people daily. I have compassion, people skills and a true love for animals. I currently have 2 dogs, and my grand-dog, living at my home.

After researching the Coppell Veterinarian Hospital, please explain who founded the clinic and why you think you be a great addition to the small family owned office.

The clinic was founded in 1978 by Dr. Bill Stearman. At the time, he served mostly horses because Coppell was very rural. I fully support the mission of "high quality, low volume". (Also the photo of the collie on your homepage resembles our family's first dog, Rudy, who passed 4 years ago)

Please provide any further information that you believe should be considered for your first to be granted an in-person interview.

Although I do not have front desk or veterinary experience, I am a quick learner with excellent organizational skills. Also, I would love to try sailing

and would enjoy a nice meal paired with wine. ~ Just throwing in Dr. Stearman's hobbies)

Is your resume attached to the email your are sending? Yes

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Your Signature Malisa Glan Today's Date July 1, 2015

my email is mkc6230@yahoo.com

Once you have completed the handwritten application, scan and email to
coppellpetcare@yahoo.com
in one single easy-to-open PDF multipage file.

You may attached your typewritten resume as a second attachment.

To verify receipt you may email us at: coppellpetcare@yahoo.com

SNAIL MAIL

If you are not very technical or cannot find someone to assist you in scanning and emailing the application, you can use the more traditional snail mail to the following person and company who is helping with the application process for the Texas based Veterinarian clinic.

Zaks Baggett
Job Applications Department
13437 Ventura Blvd Suite 213
Sherman Oaks, CA 91423

Our team does not call or email every person who emails the yahoo account or submits an application. However, we do attempt to provide the courtesy of informing you that we received your application. Please include a valid email whether you use snail mail or email.

Do not contact the Coppell Veterinary Hospital directly to ask about your application or the job. They have hired a third party company to handle this job application process. Not only will the nice people at the Vet Clinic not know whether or not your application was received, it will hurt your chances of getting the job. Please follow the exact procedure on this page.

Coppell Veterinary Hospital, P.A.

William C. Stearman, III D.V. M.
504 S. Denton Tap Rd.
Coppell, TX 75019
972-462-1120
http://www.coppellvet.com

"We want to spend time running our business, not wasting valuable time screening and interviewing dozens of unqualified or dysfunctional candidates. Bart's "done for you" employee screening service was effortless and effective. We saved over 30 hours of time and found the perfect employee after just 2 interviews. I recommend this to any small business owner who wants the right personality type for an important role in your company."

Dr. William Stearman and Angie Best, LVT
Coppell Veterinary Hospital, Coppell Texas.

"To provide the highest quality and compassionate medical pet care for the discerning owner that knows there is a difference."

AAHA The Standard of Veterinary Excellence