

Dear Applicant,

Please take some time out to answer some questions

Name: _____ Date: _____

1. Describe your working status? If you are currently working, why are you looking for a new job? If you are currently not working, why did your job end?

2. Describe your ideal job and describe your experience and goals.

3. Did you do the following at your previous job and how often:

Back office duties

a. Sealant:-----	No	Rarely	Weekly	Daily
b. Place/remove rubber dam:-----	No	Rarely	Weekly	Daily
c. Keep track of supply:-----	No	Rarely	Weekly	Daily
d. Maintain equipment:-----	No	Rarely	Weekly	Daily
e. Take impression:-----	No	Rarely	Weekly	Daily
f. Pour cast:-----	No	Rarely	Weekly	Daily
g. Go over treatment prior to starting:	No	Rarely	Weekly	Daily
h. Give post operative instructions:----	No	Rarely	Weekly	Daily
i. Place matrix/wedges:-----	No	Rarely	Weekly	Daily
j. Give oral hygiene instruction:-----	No	Rarely	Weekly	Daily
k. Do prophylaxis:-----	No	Rarely	Weekly	Daily

Front office duties

a. Make phone calls to talk to patients:	No	Rarely	Weekly	Daily
b. Take payments:-----	No	Rarely	Weekly	Daily
c. Check insurances:-----	No	Rarely	Weekly	Daily
d. Go over treatment plan:-----	No	Rarely	Weekly	Daily
e. Schedule appointments:-----	No	Rarely	Weekly	Daily
f. Check patients in:-----	No	Rarely	Weekly	Daily

4. Is the following updated: Expiration date/last date taken
- a. RDA license:-----
 - b. CPR:-----
 - c. Bloodborne/Infection control:-----
 - d. Dental practice act:-----
 - e. Others:-----

5. What are you looking for in a job position?:
- a. Salary per hour:-----
 - b. Part time/full time:-----
 - c. Type of benefits:-----

6. We are located Vacaville Pediatric Dentistry: 1360 Burton Drive, Suite 120, Vacaville, CA 95687. We are open Tuesday-Friday 8:30-5:00pm. With every other Mondays half day. (~ 32-40 hours a week) Would this work for you?

- What days and hours are you available to work?

7. Please list 3 references, how you know the person, email, address:

8. Do you have any questions about position/office or anything you want to address?

Thank you so much for taking your time out to fill out this form.

Vacaville Pediatric Dentistry